

Foreign National Student Intern Program (FNSIP) Spring 2022

OPEN TO: All Interested Taiwanese University Students

OFFICES:

A. Kaohsiung Office

1. Commercial Section
2. Consular Section
3. Management Section
4. Public Diplomacy Section
5. Political/Economic Section

B. Taipei Office

1. Agricultural Trade Office
2. Chinese Language School
3. Commercial Section
4. Community Liaison Office
5. Consular Section
6. Financial Management Office
7. General Services Office
8. Human Resources Office
9. Public Diplomacy Section

OPENING DATE: December 3, 2021

CLOSING DATE: January 3, 2022

INTERNSHIP PERIOD: March through July 2022

HOURS REQUIREMENT: Minimum hours worked per week: 20 hours
The exact workdays are not fixed and will be arranged between the individual intern and the section.
(Note: Students should discuss work schedule during the interviews. Certificate of Internship will only be issued to those students who complete at least 2/3 hours of the program).

COMPENSATION

There are no benefits, compensation, or any future employment rights attached to this internship. However, students would gain valuable experience in various areas of AIT and possible academic credit that your schools may consider to award.

ELIGIBILITY

Successful applicants must be:

1. Taiwan citizens;
2. 18 years of age or older;
3. Active students with at least two years of university studies (i.e. junior, senior or graduate students);
4. In good academic standing and have their school's endorsement;
5. With an agreement from current schools.

DUTIES AND QUALIFICATIONS

A. Kaohsiung Office

1. **Commercial Section (1 intern position available)**

Duties:

- Follow Taiwan's developments in specific market sectors and brief Commercial team on those developments.
- Undertake research for, and write major market opportunity reports published and maintained by the Department of Commerce.
- Provide assistance to Commercial Officers and Specialists conducting Department of Commerce services by participating in meetings, conferences, and/or other-trade-related activities.
- Conduct business analysis.
- Assist Commercial Officers and Specialists in developing and/or launching new Commercial Section products, including website design.
- Assist with trade conferences and events.
- Other duties as asked and assigned.

Education and Academic Training: Must be studying actively towards a degree in commercial related majors.

Language Proficiency: Must have strong English skills and be fluent in Chinese.

Skills: Ability to use Microsoft Office Suite (Word, Excel, PowerPoint) is required. Data gathering and analytical skills.

2. **Consular Section (2 intern positions available)**

Duties:

- Take the lead on at least one customized project aimed at analyzing and improving the provision of American Citizen Services. Provide regular briefings to Consular Section on the progress of the project.
- Directly interact with American Citizen Services customers in English, Mandarin, and Taiwanese.

- Assist with the preparation of documents and annual reports for the Consular Section.
- Assist with clerical tasks and event preparatory work as required.
- Perform written translation from Chinese to English or English to Chinese when necessary.
- Assist with the preparation and execution of AIT/K's consular outreach events, including Public Diplomacy events and representational activities.
- Special Citizen Services assistance.
- Review and update the AIT Duty Officer's Handbook, AIT website and American Citizen Services SOP guide as well as publicly available resources such as: attorney list, hospital list, translator list, hotel list, shelter list and law enforcement research.
- Assistance to other AIT/K sections as needed.

Education and Academic Training: Must be studying actively towards a degree. Previous experience in related fields such as Political Science, English, International Relations, Journalism, Public Relations or Business, will be considered in the hiring process.

Language Proficiency: Must have strong English skills and be fluent in Mandarin Chinese.

Skills: Ability to use Microsoft Office Suite (Word, Excel, PowerPoint) is required.

3. Management Section (1 intern position available)

Duties:

- Conduct Housing Market Survey for Kaohsiung. Access to and be responsible for data-driven research projects and proposing management strategy solutions to AIT staff.
- Work with Motor Pool, Procurement, Housing, Shipping, Travel, and Property teams to collect data from automated online databases, analyze data, and draft/edit/propose plans for future management policies.
- Assist with warehouse relocation project by providing escorting, assisting with meeting minutes with contractors, submitting visitor access requests.
- Assist with collecting sections' inputs, proposing designs, and updating the AIT/K SharePoint site.
- Manages the AIT/K Conference Room schedule, ensuring the requestor has the appropriate space for the request (i.e. require video, require OpenNet, seating, recording), and follows up with IM Assistant.
- Attend and provide logistic support for all AIT/K teams including creating online registrations, following up with participants, checking in guests, escorting visitors.
- Assist with the Contact Relationship Management database entry. Assist with AIT/K conferences and events – set-up, intake, invitation design.
- Assists CLO with updating AIT/K GoogleMaps Project for community resources for the southern Taiwan region.

- Other duties as asked and assigned.

Education and Academic Training: Must be studying actively towards a degree.

Language Proficiency: Must have strong English skills and be fluent in Chinese.

Skills: Ability to use Microsoft Office Suite (Word, Excel, PowerPoint) is required. Adobe Creative Suite preferred. Data gathering and analytical skills.

4. Public Diplomacy Section (2 intern positions available)

Duties:

- Assist with designing, scheduling of AIT/K social media content.
- Monitor and analyze response to AIT/K social media.
- Provide graphic design support to AIT/K initiatives.
- Provide logistical and administrative support for AIT/K programs.
- Assist other sections as required.
- Support broader AIT/K representational events as needed.

Education and Academic Training: Must be studying actively towards a degree.

Language Proficiency: Must have strong English skills and be fluent in Mandarin Chinese.

Skills: Ability to use Microsoft Office Suite is required; Adobe Creative Suite preferred; social media expertise highly valued.

5. Political/Economic Section (1 intern position available)

Duties:

- Assist with gathering information for economic and political reporting in southern Taiwan, including conducting research, updating PowerPoint presentations, and compiling contact and biographical information on southern Taiwan business, government, ongoing research for cross-Strait issues, effects of US-China trade friction on Taiwan economy, impact of mayors and magistrates' policies on southern Taiwan, ongoing research of energy issues, the 2022 local elections, and academic figures.
- Perform written translation from Chinese to English or English to Chinese.
- Assist with the preparation and execution of AIT/K's ECON and POL outreach events, including representational activities.
- Support coordination for events of AIT and State Department initiated programs – AIT/OAC's (Ocean Affairs Council) Ocean Challenge 2022, International Ocean Youth Leadership Camp, and 2022 TechCamp Kaohsiung.
- Support research on economy and industry developments in southern Taiwan.
- Assist with maintaining and updating of factbooks and councilor social media tracker.
- Assist with research, meeting preparation, and reporting on political environment of southern Taiwan.
- Assist in other AIT/K sections as needed.

Education and Academic Training: Must be studying actively towards a degree in Political science, Economics, English, International relations, Journalism, Business, Public relations or related field.

Language Proficiency: Must have strong English skills and be fluent in Mandarin Chinese.

Skills: Ability to use Microsoft Office Suite (Word, Excel, PowerPoint) is required.

B. Taipei Office

1. Agricultural Trade Office (1 intern position available)

Duties:

- Assist ATO with marketing and promotional activities as assigned.
- Assist with other tasks as necessary to support the functioning of the office.
- Provide assistance to ATO staff in organizing trade missions, and/or other agricultural related trade services.
- Work with ATO staff to document information sources for official reports.
- Draft and/or edit non-sensitive English language correspondences.

Education and Academic Training: Must be studying actively towards a degree preferably in general business or international affairs.

Language Proficiency: Must have strong English skills and be fluent in Chinese.

Skills: Ability to use Microsoft Office Suite is required.

2. Chinese Language School (2 intern positions available)

Duties:

- Assist CLASS teachers with classroom instruction.
- Assist CLASS teachers with curriculum development and materials research.
- Complete at least one special project per internship, according to each student's interests and specialization. This will include presenting original material to CLASS students for language study purposes.
- Assist CLASS Principal with duties as designated.
- Serve as informal tutors and language partners for CLASS students.

Education and Academic Training: Must be studying actively towards a degree. Training and background in teaching Chinese preferred, other fields will be considered.

Language Proficiency: Must have strong English skills and be fluent in Chinese.

Skills: Commensurate with university student level.

3. Commercial Section (3 intern positions available)

Duties:

- Follow Taiwan's developments in specific market sectors and brief Commercial Officers on those developments.
- Undertake research for, and assist with writing major market opportunity reports published and maintained by the Department of Commerce.
- Provide assistance to Commercial Officers and Commercial Specialists conducting Department of Commerce services by participating in meetings, conferences, and/or other trade-related activities.
- Conduct business analysis.
- Assist Commercial Officers and Specialists in developing and/or launching new Commercial Sections products, including web site design.
- Assist with trade conferences and events.

Education and Academic Training: Economics and/or trade related major.

Language Proficiency: Fluent in English and Chinese.

Skills: Proficiency in Microsoft Office Suite.

4. Community Liaison Office (2 intern positions available)

Duties:

- Develop and Maintain CLO Online Portals
 - Help design an online format newsletter website using the template from a professional website.
 - Update CLO section information on SharePoint.
- Local Information
 - Join CLO meetings with NGOs, schools, travel agencies, and with other local cooperators. Update and compile POC list.
 - Create brochure on places to visit throughout Taiwan, "Beyond Taipei".
 - Create a Volunteer and Service Opportunities booklet. Research local volunteer organizations and compile a list for publication.
 - Update Welcome to Taipei booklet, which includes Cultural Awareness, Quick Guides, Local Information, Transportation, and shopping.
- Orientation
 - Assist CLO with preparations of Departure Seminar and welcome folders for newcomers.
 - Join the weekly Newcomers Orientation. Update Newcomers Orientation book for AIT Services Sections.
- Events
 - Help with event coordination and set up, Spring Party, Farewell, 4th of July, and other events.
 - Coordinate local intern mentorship opportunities with U.S. officers.
 - Inventory and price items for CLO's fundraiser or book drive.
 - Create a catalogue for AIT Bazaar. Help with venue set up and security escort.
- Other Office Tasks
 - Help organize CLO event boxes in the storage.

- Help inventory and downsize CLO's bookshelves.

Education and Academic Training: Must be studying actively towards a degree in information management, visual design, communication, journalism, tourism, and other related fields of study.

Language Proficiency: English and Chinese with good working proficiency.

Skills: Microsoft Publisher, PowerPoint, Word, Excel, and any web design tools are required. HTML, CSS, JavaScript, PHP language skills are preferred.

5. Consular Section (total 3 intern positions available)

• American Citizen Services Unit (1 intern)

Duties:

- Assist with clerical tasks and event prep.
- Assist in Special American Citizen Services, such as hospital and prison visits.
- Assist in passport application data entry.
- Assist in window operations on days with passport and notarial services.
- Perform written translation between Chinese and English.
- Perform special projects as needed.

Education and Academic Training: Must be actively pursuing a degree; previous experience in public relations, international relations, politics, or business preferred.

Language Proficiency: Strong English and Mandarin Chinese skills are required.

Skills: Ability to use Microsoft Office Suite (Word, Excel, Outlook, PowerPoint) is required.

• Immigrant Visa Unit (1 intern)

Duties:

- Assist with prescreening and intake procedures – accept, review, note discrepancies in, and enter data from applicant documents – for all immigrant visa types.
- Assist with special immigrant visa cases.
- Assist with visa production, including placement of visas in passports and quality assurance.
- Assist with drafting responses to public inquiries.
- Assist with clerical tasks and event preparatory work.
- Implement special projects.

Education and Academic Training: Must be studying actively towards a degree; previous experience in political science, international relations, public relations, information technology, or business related fields preferred.

Language Proficiency: Must have strong English skills and be fluent in Mandarin Chinese.

Skills: Ability to use Microsoft Office Suite (Word, Excel, Outlook, PowerPoint) is required.

• **Non Immigrant Visa Unit (1 intern)**

Duties:

- Assist with intake procedure - accept, review, note discrepancies in, and enter data from applicant documents for every nonimmigrant visa type.
- Assist with visa production, including placement of visas in passports and quality assurance.
- Assist with drafting responses to public inquiries as required.
- Assist with clerical tasks and event preparatory work as required.
- Implement special projects as needed.

Education and Academic Training: Must be studying actively towards a degree; previous experience in political science, international relations, public relations, information technology, or business related fields preferred.

Language Proficiency: Must have strong English skills and be fluent in Mandarin Chinese.

Skills: Ability to use Microsoft Office Suite (Word, Excel, Outlook, PowerPoint) is required.

6. Financial Management Office (2 intern positions available)

Duties:

- Assist in compiling and auditing supporting documents for accounting, vouchering, such as payment, collection, etc.
- Assist with office projects such as the new accounting system, new lease standard implementation, etc.
- Use MS office – Excel to compile data and prepare documents/reports.
- Assist with office administrative/clerical duties, i.e. scanning, filing, packing, etc.
- Work on tasks as assigned.

Education and Academic Training: Must be studying actively towards a degree, preferably with concentration in Accounting, Finance, or Information Technology related fields. Must have taken one-year Accounting class at minimum (Accounting Principles) if not an Accounting major. Must have good understanding of how business operates.

Language Proficiency: Must be fluent in both oral and written English and Chinese.

Skills: Proficiency in Microsoft Office Suite (Excel, Word, Outlook). Accounting software experience is preferred.

7. General Services Office (1 intern position available)

Duties:

- Access to and be responsible for data-driven research projects and proposing management strategy solutions to AIT staff.

- Work with Motor Pool, Procurement, Housing, Shipping, Travel, and Property teams to collect data from automated online databases, analyze data, and draft/edit/propose plans for future management policies.

Education and Academic Training: English, Math, Statistics, Management majors, etc.

Language Proficiency: Comfortable reading, speaking, and writing English and Chinese.

Skills: Proficiency in Microsoft Office Suite (Word, Excel, online databases, etc.). Interest in data analytics, research, writing, planning, and management strategies. Communicative team player with a positive attitude.

8. Human Resources Office (1 intern position available)

Duties:

- Assist with recruitment activities such as prescreening applications, conducting language tests, contacting applicants and scheduling interviews.
- Assist with awards program such as printing certificates, arranging venue, contacting vendors, scanning nominations, updating database, etc.
- Assist with language program with reviewing monthly attendance for billing purpose, preparing PO (purchase order) modifications and logging student record.
- Assist with local student intern program: reviewing the applications, updating student information into the applicant log.
- Provide daily administrative support and assist with HR records management, such as: Personnel Files – maintain electronic and hard copy contents, organize records disposition schedule; Position Classification – update electronic files, organize classification documents and historical records. Additional duties as assigned.

Education and Academic Training: Must be studying actively towards a degree in Liberal Arts, Science, Humanities, Management or Business.

Language Proficiency: Good command in English and Chinese both oral and written.

Skills: Proficiency in Microsoft Office Suite and strong organizational and communication skill with attention to details.

9. Public Diplomacy Office (3 intern positions available)

Duties:

- Social Media:
 - Assist with video-production work such as putting subtitles on videos, recording & editing videos, possibly creating promo videos for certain events.
 - Assist with social media outreach and engagement efforts such as proofreading FaceBook posts, taking photos at events, brainstorming ideas for IG, monitoring social media data.

- Program Support:
 - Attend and provide logistic support for all PDS teams including creating online registrations, following up with participants, checking in & guests, escorting visitors.
 - Assist with setting up for events with program equipment, preparing kits and giveaways, mailing out inventory, etc.
 - Research and gather data for specific audiences and policies.
 - Assist with organizing, executing, and compiling press & activity reports for public diplomacy programs.
- Translations:
 - Assist with the translation of PDS program materials, including program literature, FaceBook posts, press products, etc.
- Administrative Support:
 - Help with IVLP (International Visitor Leadership Program) data management and organize IVLP historical data.
 - Maintain the PDS contact database and assist with general record-keeping tasks.
 - Assist with general admin work such as organizing, scanning, filing, making copies, and shredding paper files.
 - Conducting market research for procurement items and requesting info from vendors.
 - Submit admin requests such as visitor access, Motor Pool, and work orders for various maintenance and outreach needs.
- Other tasks as assigned.

Education and Academic Training: University Students majoring in Political Science, History, English, Art, Communications, Marketing, Journalism, Library Science, International Affairs, Translations, and/or related fields.

Language Proficiency: Must have good working proficiency of English and Chinese.

Skills: Microsoft Office Suite (especially PowerPoint, Excel, Word); video editing; familiarity with popular social media platforms.

HOW TO APPLY

Application should include:

1. Statement of Interest ([PDF format](#), 246KB or [Word format](#), 38KB)
2. Letter of Permission (issued by current Department Office or professor with a statement that the school has acknowledged and agreed on applicant's participating in AIT's internship program, no fixed format required)
3. Official transcripts (in English)
4. Gratuitous Service Agreement ([PDF format](#), 173KB)

E-mail your application to TaipeiAIT-FNSIP@state.gov by 11:59 p.m., January 3, 2022.
You shall receive an auto-reply message from the system if your application is submitted successfully.