

## Internship

Japan Information Center  
Consulate General of Japan  
April 2014

**The Japan Information Center (JIC), at the Consulate General of Japan at Chicago** will offer one unpaid, part-time student internship (14-21hrs/week) between June and September, 2014. Internship start/end dates and hours are customized to fit the academic schedule of the selected applicant.

The JIC is the cultural and public affairs section of the Consulate General of Japan at Chicago. Our jurisdiction covers ten Midwestern states: Illinois, Indiana, Iowa, Kansas, Minnesota, Missouri, Nebraska, North Dakota, South Dakota, and Wisconsin. Our primary role is to promote a better understanding of Japan and Japanese culture in the Midwest by providing a wide range of information, educational services, and programs to the public. We strive to build bridges between cultures through activities such as film screenings, art exhibitions, online newsletters, and school programs. The JIC is the Midwestern public's gateway to Japan and Japanese culture, and our interns play an important role in the success of our efforts.

### **Job Description**

Interns at the JIC contribute to and participate in many valuable cultural and international relations programs and events by assisting diplomats and public relations professionals. Specific duties may include but are not limited to:

- ◆ Conducting research and drafting letters to respond to inquiries from the public
- ◆ Creating resource materials to educate the public on Japanese culture
- ◆ Preparing for and assisting with events
- ◆ Updating JIC's Facebook page
- ◆ Participating in JIC's School Visit Program, a Japanese cultural presentation program for local schools and community centers

### **Qualifications**

#### **<Academic Background>**

Applicants must be enrolled in a four-year degree program, with at least two years of undergraduate study in a major such as International Studies, Japanese Studies, Asian American Studies, Public Diplomacy, Political Science, or another related field.

Graduate students may also apply.

#### **<Languages/Skills>**

Applicants must be proficient to fluent in speaking/reading/writing English. Japanese language ability is not required. Applicants must have excellent writing, computer, presentation and organizational skills.

#### **<Availability>**

Interns are required to work at least 14 hours per week for the duration of the Internship Term. Generally these hours are between 9:15am-5pm Monday through Friday. On occasion, interns are asked to work on evening/weekend events.

**<Other>**

- ◆ Applicants must either (a) be eligible to receive credit for the internship, or (b) have the internship noted on their academic transcript.
- ◆ Applicants selected for an interview must have an in-person interview at the JIC at the Consulate General of Japan at Chicago during business hours.
- ◆ This position is open to both Japanese and American citizens.

**Application Process**

Please submit your resume and cover letter for consideration by 5:00 PM on April 30, 2014 to the Internship Coordinator at [jic@cg.mofa.go.jp](mailto:jic@cg.mofa.go.jp) or by mail to:

Japan Information Center,  
Attn: Internship Coordinator  
Consulate General of Japan at Chicago  
737 N Michigan Ave, Suite 1000  
Chicago IL 60611

Candidates selected for an interview must submit all of the following documents at the time of their interview:

- ◆ Document(s) certifying that the intern candidate will either (a) receive credit, or (b) have the internship noted on their academic transcript
- ◆ Copy of Driver's License or State ID
- ◆ Copy of Student ID
- ◆ Copy of Passport
- ◆ Copy of U.S. Student Visa (Japanese students only)
- ◆ College Transcript - unofficial transcripts are acceptable
- ◆ Recommendation Letter from the Dean, Department Head or Student Advisor

If you have any questions, please email to [jic@cg.mofa.go.jp](mailto:jic@cg.mofa.go.jp). We will not accept inquiries via phone.