Announcement for Paid Internship

We are now accepting intern applications for our 2016 US-Japan Summer Cultural Experience. This will be our 9th year conducting the program!

Working in our Japanese-English bilingual and bicultural environment is a tremendously unique experience. It is a perfect opportunity for those wishing to study the Japanese language and Japanese culture or aspiring to work in Japan in the future as well as for undergraduate and graduate students who are themselves Japanese-English bilinguals. We have worked with over 100 interns over the previous eight years. The experience gained via our unique program have helped place them in jobs throughout Japan including teaching positions with the Japan Exchange and Teaching (JET) Programme.

Internship Period

Thursday, July 21, 2016 – Sunday, August 7, 2016

Housing

Interns must live on campus (housing and meals will be provided)

Compensation

$9.00 per hour

Work Hours

6 days a week (one day off per 7-day period), approximately 40 hours per week

Must hold a legal status to work in the US (F-1 visa students will not be accepted), and possess a social security number.

Internship Description

Qualifications

- Excellent command of the English language
- Ability to work as part of a team in a multi-cultural setting
- Ability to work effectively in a fast-paced program environment
- For non-native speakers of Japanese- at least two years of college-level Japanese language or cultural studies strongly preferred
- Status as an undergraduate or a graduate student in an education, international studies, intercultural communication, or related program preferred
- Willingness to engage in recreational activities with participants when off-duty
- Willingness to learn the operational and administrative undertakings required of a residential educational institution
• Experience in working with youth and/or experience in living/studying/working in another country in a cross-cultural environment preferred
• Prior high school or college residential life experience a plus
• Media arts or digital technology related experience helpful

General Responsibilities

Ensure program participants’ health, safety, hygiene, discipline, positive group dynamic, and social adjustment, working under the direct supervision of the Administrative Assistant Director

Assist program staff in guiding participants through a daily schedule of activities

Assist with administrative tasks as assigned

If bilingual, be an interpreter for the participants, their parents, faculty, staff members, and others as needed

Assigned Duties

Interns will be assigned a primary area of tasks from one of the following areas:

• Administration
  o Assist with administrative work
• Social Networking Service (SNS)
  o Set up SNS sites for the program
  o Provide daily updates and announcements on social networking sites such as Facebook
  o Gather photos and post on photo-sharing sites
• Events and Activities
  o Assist in and organize social events for the participants and others
• Translation
  o Act as a translator during academic instruction, lectures, and presentations
• Athletics
  o Assist in and organize athletics events and activities
• Videography
  o Produce a video record of the program

How to Apply

Send a one-page cover letter written in English and a one-page resume (MUST include the phone number and e-mail address of the applicant as well as the contact information of at least one academic reference) to the Keio Academy of New York Summer Program Office at keiosummer@keio.edu. You must write “Internship Position” in the subject line of the e-mail. All documents must be in PDF file format.
Any application without “Internship Position” written in the subject line, missing a cover letter or academic reference information, or not in the proper format will not be considered.

**Application Deadline**

Wednesday May 11, 2016 (*) or until all positions are filled.

(*) We will review the applications on a first-come, first-served basis. Positions may therefore be filled before this deadline.

If you have any questions, please email the Keio Academy of New York Summer Program Office at keiosummer@keio.edu.