



American Institute in Taiwan
Foreign National Student Intern Program
(FNSIP)

Fall 2022

Open period: 2022/7/1-2022/7/22

Internship Period: 2022/9-2023/1



FNSIP Briefing



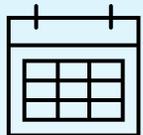
OPEN TO:

All Interested Taiwanese University Students



OFFICES: (Click the office for details)

[Kaohsiung Office](#) / [Taipei Office](#)



OPENING DATE:

July 1, 2021 - July 22, 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).

FNSIP Briefing-con'td



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.

HOW TO APPLY:

Application should include:

1. Statement of Interest ([PDF format, 246KB](#) or [Word format, 41KB](#))
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 with the email title "[FNSIP/English Name/Apply position](#)" to

TaipeiAIT-FNSIP@state.gov by 11:59 p.m., July 22, 2022. You shall receive an auto-reply message from the system if your application is submitted successfully.

AIT Kaohsiung (Please click the section for details)

[Commercial Section](#)

[Consular Section](#)

[Management Section](#)

[Public Diplomacy Section](#)

[Political/Economic Section](#)



Commercial Section

1 intern position available



COMM

Duties

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

Education and Academic Training:

Active students with at least two years of university studies (i.e. junior, senior or graduate students).
Commercial related major preferred. Data gathering and analysis.

Language Proficiency:

Good English proficiency in writing, speaking, listening, reading.
Please provide English proficiency certification if possible.

Computer Skills: Familiar with MS office, especially Word, PowerPoint, Excel, Outlook.





Consular Section



2 intern positions available

CONS

Duties

1. 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.
2. Directly interact with American Citizen Services customers in English, Mandarin, and Taiwanese.
3. Assist with the preparation of documents and annual reports for the Consular Section.
4. Assist with clerical tasks and event preparatory work as required.
5. Perform written translation from Chinese to English or English to Chinese when necessary.
6. Assist with the preparation and execution of AIT/K's consular outreach events, including Public Diplomacy events and representational activities.
7. Special Citizen Services assistance.
8. 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.
9. Assistance to other AIT/K sections as needed.

Education and Academic Training:

Active students with at least two years of university studies (i.e. junior, senior or graduate students).

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 Chinese.

Computer Skills:

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



Management Section

1 intern position available

MGT

Duties

Administrative Assistance to MGT Section

1. 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.
2. Assist with the Contact Relationship Management database entry.
3. Assists Administrative Clerk with receiving, sorting, and distributing daily office mail.
4. Assist delivery of outgoing office mail to courier or post office.
5. Confirm gift registry record matches the gifts in inbox to ensure the accuracy.
6. Assists General Services Assistant with receiving paperwork .
7. Translates from English to Mandarin Management Notices and other requested documents as drafts for the Mgt. Specialist's review.
8. Assists CLO with video editing for cooking classes, post videos for Welcome Packet, etc.

Facilities Projects – Notetaker & Escort

1. Assist with warehouse relocation project by providing escorting, assisting with meeting minutes with contractors, submitting visitor access requests.

Information Mgt. Administrative Assistance

1. Assist with collecting sections' inputs, proposing designs, and updating the AIT/K SharePoint site.
2. 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.

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Management Section -con'td



1 intern position available

MGT

Duties

Event Assistance

1. Attend and provide logistic support for all AIT/K teams including creating online registrations, following up with participants, checking in guests, escorting visitors.
2. Assist with AIT/K conferences and events – set-up, intake, invitation design.
3. Assists CLO with holiday decorations and events, as requested.

Other duties as asked and assigned.

Education and Academic Training:

Must be studying actively towards a degree.

Data gathering and analysis.

Language Proficiency:

Good English proficiency in writing, speaking, listening, reading.

Computer Skills:

Ability to use Microsoft Office Suite is required.

Adobe Creative Suite preferred.





Public Diplomacy Section



2 intern positions available



PDS

Duties

1. Assist with design, scheduling of AIT/K social media content.
 2. Monitor and analyze response to AIT/K social media.
 3. Provide graphic design support to AIT/K initiatives.
 4. Provide logistical and administrative support for AIT/K programs.
 5. Assist other sections as required.
 6. Support broader AIT/K representational events as needed.
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Education and Academic Training:

Must be studying actively towards a degree.

Language Proficiency:

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

Computer Skills:

MS Office (required); Adobe Creative Suite (preferred); social media expertise highly valued.





Political/Economic Section



1 intern position available

POL/ECON

Duties

1. 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.
2. Perform written translation from Chinese to English or English to Chinese.
3. Assist with the preparation and execution of AIT/K's ECON and POL outreach events, including representational activities.
4. Support coordination for events of AIT and State Department initiated programs – 2022 TechCamp Kaohsiung, GCTF - Sustainable Oceans based on the Rule of Law, AMVER Award Ceremony 2022, and AIT/OAC's Ocean Challenge 2023.
5. Support research on economy and industry developments in southern Taiwan.
6. Assist with maintaining and update of factbooks and councilor social media tracker.
7. Assist with research, meeting preparation, and reporting on political environment of southern Taiwan.
8. Assist in other AIT/K sections as needed.



Continued...





Political/Economic Section -con'td



1 intern position available

POL/ECON

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.

Previous experience in related fields such as Political science, Economics, 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.

Computer Skills:

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





AIT Taipei (Please click the section for details)



**Agricultural
Trade Office**

**Chinese
Language
School**

**Commercial
Section**

**Community
Liaison Office**

**Consular
Section**

**General
Services
Office**

**Public
Diplomacy
Section**



**Political
Section**





Agricultural Trade Office



1 intern position available

ATO

Duties

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

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.

Computer Skills: Ability to use Microsoft Office Suite is required.

CLASS

Duties

CLASS Internship 1 and 2:

1. Assist CLASS teachers with classroom instruction.
2. Assist CLASS teachers with curriculum development and materials research.
3. 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.
4. Assist CLASS Principal with duties as designated.
5. Serve as informal tutors and language partners for CLASS students.
6. Assigned to either (a) Area Studies Committee, or (b) Professional Development Committee, and will have a CLASS Faculty mentor from committee assigned.

CLASS Internship 3:

1. Duties 1-5 are same for all three internships.
2. For Internship 3, this should be a graduate student with academic and preferably practical experience in the pedagogy and teaching of higher-level Mandarin Chinese, including familiarity with higher level curriculum design and teaching primary sources in Mandarin (poetry, literature, and contemporary/media content). "Higher level" in this context means teaching Mandarin content suitable for native speakers at the high school, college, and graduate student level.
3. This intern will work with our "Beyond 3" Team to develop and trouble-shoot a curriculum for CLASS's most advanced students.



Chinese Language School



3 intern positions available

CLASS

Education and Academic Training:

Interns 1 and 2: Should be 3rd or 4th year college student, or graduate student.

Intern 3: Should be a graduate student.

Training and background in teaching Chinese preferred, other fields will be considered, however.

Language Proficiency:

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

Computer Skills:

Commensurate with university student level.





Commercial Section



3 intern positions available

COMM

Duties

1. Following Taiwan's developments in specific market sectors and briefing Commercial Officers on those developments.
 2. Undertaking research for, and writing, major market opportunity reports, published and maintained by the Department of Commerce.
 3. Providing assistance to Commercial Officers and Commercial Specialists conducting Department of Commerce services by participating in meetings, conferences, and/or other trade-related activities.
 4. Conducting business analysis.
 5. Assisting Commercial Officers and Specialists in developing and/or launching new Commercial Section products, including web site design.
 6. Assisting with trade conferences and events.
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Education and Academic Training:

Economics and/or trade related education.

Language Proficiency:

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

Computer Skills:

Proficiency in Microsoft Office Suite.





Community Liaison Office



2 intern positions available

CLO

Duties

Develop and Maintain CLO Online Portals (25%)

1. Help design an online format newsletter website using the template from a professional website.
2. Provide assistance with AIT's weekly newsletter.
3. Update CLO section information on SharePoint.

Local Information (30%)

1. Join CLO meetings with NGOs, schools, travel agencies, and with other local cooperators. Update and compile POC list.
2. Create and update brochures on places to visit throughout Taiwan, "Beyond Taipei".
3. Create a Volunteer and Service Opportunities booklet. Research local volunteer organizations and compile a list for publication
4. Update TDY Welcome to Taipei booklet, which includes Cultural Awareness, Quick Guides, Local Information, Transportation, and shopping.
5. Update flyers, magazines, and brochures from Tourist Centers or local travel agencies.

Events (25%)

1. Help with event coordination and set up, CLO fundraisers, Teen Icebreaker, Welcome Party, Halloween Party, Thanksgiving Potluck, Holiday Bazaar, Holiday Celebration, and other events.
2. Inventory and price items for CLO's silent auction. Create a catalogue.
3. Create a catalogue for CLO's Holiday Bazaar. Help with venue set up and security escort.

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Community Liaison Office con'td

2 intern positions available

CLO

Duties

Welcome and Orientation (10%)

1. Prepare welcome folders for newcomers.
2. Provide assistance for social sponsor program.

Other Office Tasks (10%)

1. Help organize CLO event boxes in the warehouse.
2. Help inventory and downsize CLO's library.

Education and Academic Training:

Completed two years of university.

Information management, visual design, communication, journalism, tourism, literature, education, social sciences, and other related fields of study

Language Proficiency:

English with good working proficiency.

Computer Skills:

Experience with Microsoft Publisher, Power Point, Excel, and any web design websites.

HTML, CSS, JavaScript, PHP language skills are not required but preferred.

Consular Section – American Citizen Unit

1 intern position available

CONS
/ACS

Duties

1. Assist with clerical tasks and event preparatory work as required.
2. Assists in special American Citizen Services, such as hospital visits, ad needed.
3. Assists in passport application data entry.
4. Assists in window operations on passport days.
5. Performs written translation from Chinese to English or English to Chinese.
6. Performs special projects as needed.

Education and Academic Training:

Must be studying actively towards a degree.

Previous experience in related fields such as political science, international relations, public relations, information technology, or business will be considered in the hiring process.

Language Proficiency:

Must have strong English skills and be fluent in Mandarin.

Computer Skills:

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

Continued...

Consular Section – Immigrant Visa Unit

1 intern position available

CONS

/IV

Duties

1. Assist with prescreen and intake procedures – accept, review, note discrepancies in, and enter data from applicant documents – for all immigrant visa types.
2. Assist with special immigrant visa cases including Boarding Foils, SB-1s, Re-Entry Permits, and adoptions.
3. Assist with the visa production, including placement of visas in passports and quality assurance.
4. Assist with drafting responses to public inquires.
5. Assist with clerical tasks and event preparatory work.
6. Rotate into and/or assist other units in the Consular section.
7. Performs special projects.

Education and Academic Training:

Must be studying actively towards a degree.

Previous experience in related fields such as political science, international relations, public relations, information technology, or business will be considered in the hiring process.

Language Proficiency:

Must have strong English skills and be fluent in Mandarin.

Computer Skills:

Ability to use Microsoft Office Suite (Word, Excel, Outlook, and PowerPoint) required.

Continued...

Consular Section - Non-Immigrant Visa Unit

1 intern position available

CONS
/NIV

Duties

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

Must be studying actively towards a degree.

Previous experience in related fields such as political science, international relations, public relations, information technology, or business will be considered in the hiring process.

Language Proficiency:

Must have strong English skills and be fluent in Mandarin.

Computer Skills:

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

Continued...



General Services Office



1 intern position available

GSO

Duties

MGT/GSO seeks one local university intern to spearhead data analytics and writing projects.

Intern will have access to and be responsible for data-driven research projects and proposing management strategy solutions to AIT staff.

Intern will 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, etc.

Language Proficiency:

Comfortable reading, speaking, and writing English.

Computer Skills:

Word, Excel, and online databases, etc.





Public Diplomacy Section



3 intern positions available



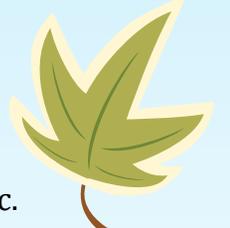
PDS

Duties

Social Media:

1. Assist with video-production work such as putting subtitles on videos, recording & editing videos, possibly creating promo videos for certain events.
2. 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:

1. Attend and provide logistic support for all PDS teams including creating online registrations, following up with participants, checking in & guests, escorting visitors.
 2. Assist with setting up for events with program equipment, preparing kits and giveaways, mailing out inventory, etc.
 3. Assist with the translation of PDS program materials, including program literature, FaceBook posts, press products, etc.
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Administrative Support:

1. Help with data entries using various databases and filing documents.
2. Conducting market research for procurement items and requesting info from vendors.
3. Submit admin requests such as visitor access, MotorPool, and work orders for various maintenance and outreach needs.
4. Assist with general admin work such as organizing, scanning, filing, making copies, and shredding paper files.

Other tasks as assigned (stay flexible!)

Continued...



PDS

Education and Academic Training:

University Students studying Political Science, History, English, Literature, Education, Art, Communications, Marketing, Journalism, Library Science, International Affairs, Translations, and/or related fields.

Language Proficiency:

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

Computer Skills:

Microsoft Office (especially PowerPoint, Excel, Word); video editing.
Familiarity with popular social media platforms.



Political Section



1 intern position available

POL

Duties

1. Prepare biographies of POL contacts.
2. Participate in POL Youth Project.
3. Collect and update information for 2022 local elections.
4. Compile information for U.S. State Department's Trafficking in Persons Report, Human Rights Report, and International Religious Freedom Report.
5. Monitor media coverage for specific issues.
6. Perform administrative duties including escorting visitors and setting up meetings, etc.

Education and Academic Training:

College/ Graduate Students majoring in political science, international relations, law, or English.

Language Proficiency:

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

Computer Skills:

Ability to use Microsoft Office Suite is required.





Welcome to Join AIT!

