

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



Fall 2023

Job Opening Period: 2023/6/30-2023/7/16

Internship Period: 2023/9/18-2024/1/31



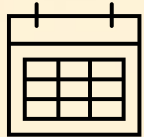
Program Details

**OPEN TO:**

All Interested Taiwanese University Students

**AVAILABLE POSITIONS: (Click the office for details)**

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

**OPENING DATES:**

2023/6/30-2023/7/16

INTERNSHIP PERIOD:

September 18,2023 through January 31,2024

**HOURS REQUIREMENT:**

Minimum hours worked per week: 20 hours

The exact workdays can be flexible and arranged between the individual intern and the section.

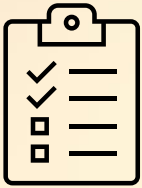
(Note: Students should discuss work schedule during the interviews. Certificate of Internship will only be issued to those students who complete at least 2/3 hours of the program).

Program Details -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:

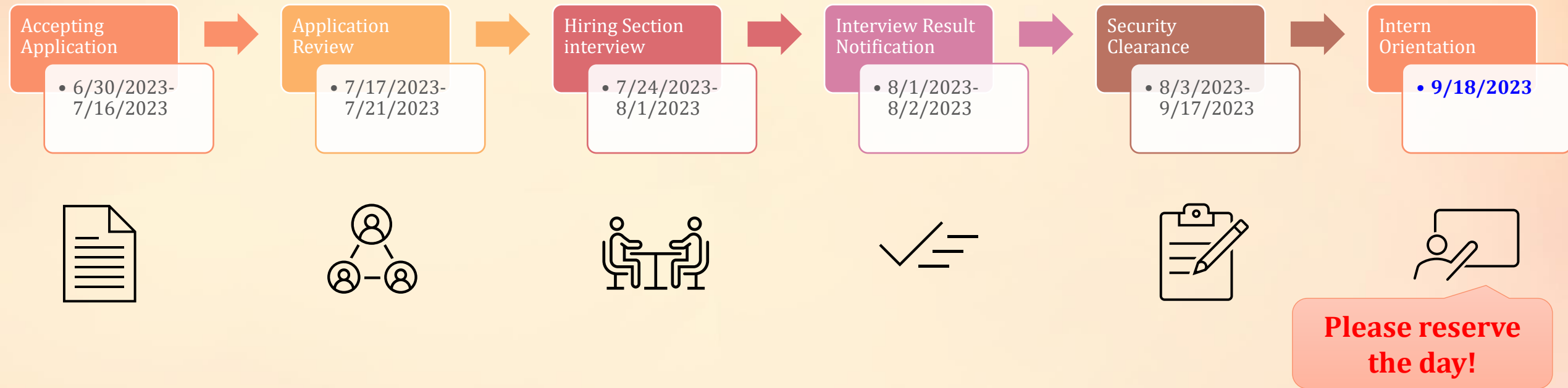
1. Statement of Interest ([PDF format, 246KB](#) or [Word format, 41KB](#))
2. Letter of Permission (issued by current Department Office or professor with a statement that the school has acknowledged and agreed on applicant's participating in AIT's internship program, no fixed format required)
3. Official transcripts (in English)
4. Gratuitous Service Agreement ([PDF format, 173KB](#))

E-mail the above documents with the email title "[FNSIP Fall 2023/English Name/Position Applied](#)" to

TaipeiAIT-FNSIP@state.gov by 11:59 p.m., **July 16, 2023**. You shall receive an auto-reply message from the system if your application is submitted successfully.



Intern Hiring Process



Feedback from the previous interns

- *People are super super nice here! Everyone is very willing to share their experience and teach you. Also, the working culture and environment are so inspiring and encouraging!*
- *Friendly team members and willing to guide me when I am not familiar to the basic operation.*
- *Get to know more experts in Mandarin teaching helps me to gain knowledge, and to decide future career path!*
- *The upbeat, fast-paced and friendly work environment!*
- *I became much more confident in speaking English in front of Native speakers.*
- *Nice colleagues and environment!*
- *Being able to participate in a variety of seminars and events. / Working in an English-speaking workplace!*
- *Able to try different tasks and work in an American culture environment!*
- *Participate in different events and learn to adjust my mindset about the actual working field!*



AIT Kaohsiung (Please click the section for details)

APPLY NOW



Consular Section

2 Positions

Management Section

1 Position

Public Diplomacy
Section

2 Positions

Political/Economic
Section

1 Position

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AIT/K-Consular Section

2 positions



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.

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AIT/K-Management Section



1 position

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 moving inbound shipments from 1st floor to 5th floor; assists GS Assistant with counting all items when requested.
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.
9. Assists with special cases for assisting non-Mandarin speaking officers and EFMs with MGT-related items by helping to provide rough interpretation assistance.
10. Applies Visitor Access Requests when requested.

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AIT/K-Management Section -con'td



1

MGT

Duties

DEIA Projects

1. Presenting monthly programming ideas for DEIA activities to the AIT/K DEIA council.
2. Working with local organizers for Taiwan's Pride Month (last week of October).
3. Taking notes during monthly AIT/K DEIA, translating, posting onto AIT/K DEIA channel.
4. Compiling AIT/K's monthly DEIA submission to EAP for the regional newsletter.

Information Mgt. Administrative Assistance

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

Event Assistance

- a. Assist with AIT/K conferences and events – set-up, intake, invitation design.
- b. Assists CLO with holiday decorations and events, as requested.

Other duties as asked and assigned.

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Continued...

AIT/K-Management Section -con'td



1 position

MGT

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.

Others

Good communication skills.

Flexibility and quick adaptation in work.

Please provide the Maximum hours possible when applying for the position.

Minimum number of hours available 20 hours per week.

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AIT/K-Public Diplomacy Section



2 positions

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.
-

Education and Academic Training:

Bachelor's degree (completed or in-process)

Language Proficiency:

Must have strong English skills for conversations and documents. Be fluent in Mandarin Chinese.

Computer Skills:

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

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AIT/K-Political/Economic Section



1 position

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, 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
5. Support research on economy and industry developments in southern Taiwan.
6. Assist with research, meeting preparation, and reporting on political environment of southern Taiwan.
7. Assist in other AIT/K sections as needed.

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AIT/K-Political/Economic Section -con'td

1 position

APPLY NOW



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 fields

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.

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AIT Taipei (Please click the section for details)



**Agricultural
Trade Office**
1 Position

**Chinese Language
School**
3 Positions

**Commercial
Section**
2 Positions

**Community
Liaison Office**
2 Positions

Consular Section
3 Positions

**General Services
Office**
1 Position

**Human Resources
Office**
1 Position

Political Section
1 Position

**Public Diplomacy
Section**
1 Positions

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Agricultural Trade Office

1 position

APPLY NOW



ATO

Duties

1. Assist with other tasks as necessary to support the functioning of the office.
2. Provide assistance to ATO staff in organizing trade missions, and/or other agricultural related trade services.
3. Work with ATO staff to document information sources for official reports.
4. 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.

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

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Chinese Language School

1 position



Internship Position 1

Duties

1. Assist CLASS teachers with classroom instruction.
2. Assist CLASS teachers with curriculum development, material collection and materials research.
3. Assist Area Studies team with activities designated.
4. Complete one special project according to personal interests and specialization.
5. Assist CLASS Principal with duties as designated.
6. Serve as informal tutors and language partners for CLASS students.
7. Trial usage in technological tools

Education and Academic Training:

Graduate school or senior college student interested in teaching Chinese as a second/foreign language.

Specific Academic Training:

General

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Chinese Language School

1 position



Internship Position 2

Duties

1. Assist CLASS teachers with classroom instruction.
2. Assist CLASS teachers with curriculum development, material collection and materials research.
3. Assist Area Studies team with activities designated.
4. Complete one special project according to personal interests and specialization.
5. Assist CLASS Principal with duties as designated.
6. Serve as informal tutors and language partners for CLASS students.

Education and Academic Training:

Graduate school or senior college student with a major in library science.

Specific Academic Training:

Library Science

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Chinese Language School

1 position



Internship Position 3

Duties

1. Work with our “Beyond 3” Team to develop and trouble-shoot a curriculum for CLASS’s most advanced students.
2. Assist CLASS teachers with curriculum development, material collection and materials research.
3. Assist Area Studies team with activities designated.
4. Assist CLASS Principal with duties as designated.
5. Serve as informal tutors and language partners for CLASS students.

Education and Academic Training:

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.

Specific Academic Training:

Teaching Chinese as a second language

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Commercial Section

2 positions



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.

Education and Academic Training:

Economics and/or trade related education.

Language Proficiency:

English knowledge

Computer Skills:

Microsoft Office proficiently

Others:

At least **20 work hours** per week

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Community Liaison Office

2 positions

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 positions



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. Specific Academic Training in 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.

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Consular Section/American Citizen Unit

1 position

CONS
/ACS

Duties

1. Assist with clerical tasks and event preparatory work as required.
2. Assists in passport application data entry.
3. Assists in window operations on passport days.
4. Performs written translation from Chinese to English or English to Chinese.
5. Assists in special American Citizen Services, such as hospital visits, as needed.
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, computer science, 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. Application development, User interface, User experience beneficial, but not required.

Others:

Available to work a minimum of 20 hours per week.

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Consular Section/American Citizen Unit

1 position



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.

Others:

Available to work a minimum of 20 hours per week.

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Consular Section/American Citizen Unit

1 position



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.

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.

Others:

Available to work a minimum of 20 hours per week. Interest or experience in social media content creation, particularly videos, preferred.

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General Services Office

1 position



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.

Others:

Interest in data, analytics, research, writing, planning, and management strategies. Communicative team player with a positive attitude

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HRO

Duties

As an HR intern for Fall 2023, the student will have the opportunity to learn several main HR programs including recruitment, awards, post language, training, local student intern programs, HR databased maintenance and specific projects assigned. The duties are included but not limited as the following:

1. Assist with recruitment activities such as prescreening applications, conducting language tests, contacting applicants and scheduling interviews.
2. Assists with awards program such as printing certificates, arranging venue, contacting vendors, scanning nominations, updating database, etc.
3. Assists with language program with reviewing monthly attendance for billing purpose, preparing PO modifications and logging student record.
4. Assists with local student program: reviewing the applications, updating student information into the applicant log.

The intern will also provide daily administrative support and assist with HR records management, such as:

1. Personnel Files – maintain electronic and hard copy contents, organize records disposition schedule
2. Position Classification – update electronic files, organize classification documents and historical records

Education and Academic Training:

Must be studying actively towards a degree in Liberal Arts, Science, Humanities, Management or Business. Previous experience in providing customer service or working on administrative matters, in an office environment, voluntary work, overseas student exchange will be considered in the hiring process.

Language Proficiency:

Good command in English both oral and written.

Computer Skills:

Proficiency in Microsoft Office Suite.

Others:

Strong organizational and communication skill with attention to details.

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Political Section

1 position



POL

Duties

1. Prepare biographies of POL contacts.
2. Collect and compile information about 2024 presidential and legislative elections.
3. Participate in POL Youth Project.
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 be fluent in Mandarin Chinese and English.

Computer Skills:

Microsoft Office Suite

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Public Diplomacy Section

1 positions



PDS

Duties

Social Media Engagement:

1. Assist with social media outreach and engagement efforts such taking photos at events, responding to social media inquiries, and monitoring social media data for the team.
2. Assist with behind-the-scenes video-production work such as putting subtitles on videos, setting up to record & edit videos.

Program Support:

1. Attend and provide logistic support for all PDS teams including creating online registrations, setting up events, preparing gift bags, mailing inventory, escorting visitors, and preparing presentations.

Administrative Support:

1. Help with data entries using various databases and filing documents.
2. Submit admin requests such as visitor access, MotorPool, and work orders for various maintenance and outreach needs.
3. Assist with general admin work such as organizing, scanning, filing, mailing, making copies, and shredding paper files.

Other tasks as assigned (stay flexible!)

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Public Diplomacy Section-con'td

1 positions

APPLY NOW



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.

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AMERICAN
INSTITUTE IN
TAIWAN
美國在台協會

Welcome to Join AIT!