

## Current Openings – Winter 2020

### Agricultural Trade Office (ATO) Intern – 1 Position

#### Position Description

Assists with market analysis and marketing activities at the Agricultural Trade Office, such as drafting English language market briefs for a range of products, assisting with delegations, and supporting trade shows and marketing events.

#### Required Qualifications

- Academics: Junior or senior majoring in business, economics, marketing, international trade, agriculture, or a related field
- Must be proficient in English and Korean (both writing and speaking) and have good analytical and problem-solving skills
- Period of Internship: 3-6 months, 20-40 hours per week. The exact internship period and hours per week will be arranged between the intern and the Agricultural Trade Office.

### Community Liaison Office (CLO) – 2 positions

#### Position Description

The intern will perform as an assistant to the Community Liaison Office (CLO) Coordinator and the CLO Administrative Assistant in all CLO functions as direct. The intern will, as directed by the CLO, provide Korean cultural and language resources to respond to the needs of families, under the guidance of the Senior CLO Administrative Assistant, and act on a timely basis to improve the lifestyle and host-country interactions for both employees and their family members. The intern will also assist in planning events for community members on the U.S. military base in Yongsan. A secondary function is to provide administrative assistance to the CLO and the Sr. Administrative Assistant in preparing newcomer and TDY packets, keeping accurate and updated records of the newcomers list and CLO Activity Board, coordinating and helping to execute CLO events/activities, assisting with phone calls and all recurring needs related to office management, correspondence, files and record keeping including the Embassy newsletter.

#### Required Qualifications

- Strong interpersonal skills are required. The ability to organize and coordinate activities and to build contacts is imperative.
- Must have proficiency in the use of Word, Excel, and PowerPoint.
- Must have clear knowledge on how to maintain MS Outlook Express to deal with email exchanges.
- Must be able to work independently.
- Academic Major: Any area of study
- Academic year: Second, third, or fourth year university student
- Period of Internship: 60 – 180 days. The exact internship period and hours per week will be arranged between the intern and the Community Liaison Office.

- Language Requirements: Level IV Korean and Level III English (fluency) both speaking and writing

### **Consulate Busan – Political/Economic/Public Diplomacy Intern – 1 position**

#### *Position Description*

- This position is located at the U.S. Consulate in Busan, Korea (<https://kr.usembassy.gov/embassy-consulate/busan/>). Applicants are expected to work in Busan.
- Research political, economic, and commercial issues in the Consulate district. Support external Consulate events and reporting trips, serving as note taker for meetings. Draft public remarks for Consul, in Korean and/or English. Design and develop Consulate media materials. Assist in website administration, updating the contact list and other tasks, as assigned. Support external Consulate events as needed. Learn professional protocol practices and office operation planning. Internet research and report-writing skills preferred.

#### *Required Qualifications*

- Academic Major: All majors accepted
- Academic Year: 1st to 4th year students
- Period of Internship: 2-6 months, 8-40 hours a week. The exact internship period will be arranged between the intern and the Consulate.

### **DHS/CBP Intern – 2 Positions**

#### *Position Description*

The subject selected for the position will work directly for the U.S. Customs & Border Protection (CBP) Attaché Office. CBP is one of the world's largest law enforcement organizations and is charged with keeping terrorists and their weapons out of the U.S., while facilitating lawful international travel and trade. As the world's first full-service border entity, CBP takes a comprehensive approach to border management and control, combining customs, immigration, border security, and agricultural protection into one coordinated and supportive activity. The men and women of CBP are responsible for enforcing hundreds of U.S. laws and regulations. On a typical day, CBP welcomes nearly 1 million visitors, screens more than 67,000 cargo containers, arrests more than 1,100 individuals and seizes nearly 6 tons of illicit drugs. CBP safeguards America's borders thereby protecting the public from dangerous people and materials while enhancing the Nation's global economic competitiveness by enabling legitimate trade and travel. We encourage applications from individuals with an inherent interest in international travel and trade. Duties will include corresponding public inquiry box regarding U.S. entry document requirement and customs procedure, providing translation and/or interpretation during various verbal and written settings.

#### *Required Qualifications*

- Academic Major Preference: Criminal justice, government, history, international business, international relations, legal studies, liberal arts, political science, travel & tourism and will consider other areas of study
- Period of Internship: 5 to 6 months

## **Economic (ECON) Section Intern – 2 Positions**

### *Position Description*

Perform research and analysis related to emerging economic trends, ROK's macroeconomic performance, and areas relevant to U.S. foreign policy priorities such as implementation of the Indo-Pacific Strategy and the KORUS free trade agreement. Monitor and summarize relevant domestic media reports. Perform online research to aid section reporting. Support section events and senior leadership participation in meetings inside and outside the embassy. Act as a notetaker at official meetings. Develop contacts at relevant public and private sector institutions. Perform routine clerical tasks as necessary, including filing, escorting visitors, and organizing meetings.

### *Required Qualifications*

- Academic Major: Economics, trade, finance, international relations, or related fields
- Academic Year: Preferably third- or fourth-year undergraduate students
- Period of Internship: Six months, 40 hours per week. Exact length of internship subject to discussion with intern supervisor.
- Applicant should have excellent English skills (speaking and writing) in addition to social and computer skills necessary to perform above-referenced tasks.

## **English Enrichment Program (EEP) Intern – 1 Position**

### *Position Description*

The EEP intern will complete various English language, translation, and multimedia projects, including compiling and organizing resources for each level of the English Enrichment Program. The intern will assist with designing and maintaining a multi-level "English Bulletin" to provide students with independent study opportunities on a weekly basis. The intern will assist during classes to provide conversation practice and minimal translation services, as necessary. Applicants should have excellent English language and multimedia skills and an interest in language learning and teaching.

### *Required Qualifications*

- Academic Major: Any area of study
  - Academic Year: Any year
- Period of Internship: 90 days with the option to extend, up to 40 hours per week. The exact internship period and the hours per week will be arranged between the intern and the EEP instructors

## **Foreign Commercial Service (FCS) Intern – 2 positions**

### *Position Description*

- Working closely with Commercial Service American Officers and Korean Trade Commercial Specialists to help U.S. executives & exporters understand Korea and Korean commercial opportunities;
- Preparing market research;
- Participating in the organization of trade events and exhibitions; and
- Office management/administration projects on an as-needed basis.

### *Required Qualifications*

- Academic Major: Any area of study
- Academic Year: 2nd - 4th year students
- Period of Internship: 6 months, full time

## **Public Diplomacy (PD) Section – 3 Positions**

### **Cultural Unit: Programs Team- 1 Position**

#### *Position Description*

Assists with a variety of dynamic U.S. Embassy Public Diplomacy programs including academic and professional exchanges, foreign policy roundtables, speakers, and conferences, maintaining relationships with U.S. government exchange program alumni. The following is a comprehensive, but not an exhaustive list of the Programs Team Intern's major responsibilities: Drafts internal embassy memos and creates public presentations; conducts research as directed; assists with logistics/transportation; maintains communication with embassy contacts and updates database; takes and edits photos/video for embassy social media and internal reports; and provides assistance with translation/interpretation.

#### *Required Qualifications*

- Academic Major: Open to all majors.
- Academic Year: Open to all academic years
- English Required: Yes
- Preferred Skills: Preference will be given to candidates with strong research skills and knowledge of Korean civil society, economics and innovation, or regional security. General knowledge of Microsoft Office, photo editing software, and social networking apps is a plus.
- Period of Internship: January to June 2021
- Minimum of 90 days to a maximum of 180 days working period; full-time, 40 hours per week. The exact internship period will be arranged between the intern and Programs Unit Office. Candidates who are able to serve longer periods are preferred.
- (Start date of internship will follow issuance of RSO security clearance)

## Education & Exchanges Team – 1 Position

### Position Description

Assist with a variety of dynamic U.S. Embassy Public Diplomacy programs including academic and professional exchanges, English language programs, U.S. study abroad promotion, engagements with North Korean defectors, and maintaining relationships with U.S. government exchange program alumni. The following is a comprehensive, but not an exhaustive list of the PD Education & Exchange Team Intern's major responsibilities: draft internal embassy memos and create public presentations; conduct research as directed; assist with logistics/transportation; maintain communication with embassy contacts and update database; take and edit photos/video for embassy social media and internal reports; and provide assistance with translation/interpretation.

### Required Qualifications

- Academic Major: Open to all majors
- Academic Year: Open to all academic years
- English Required: Yes
- Preferred Skills: Preference will be given to candidates with strong research skills and knowledge of the Korean education system. General knowledge of Microsoft Office, photo editing software, and social networking apps is a plus.
- Period of Internship: Six months (Jan-June 2021)
- Minimum of 90 days to a maximum of 180 days working period; full-time, 40 hours per week. The exact internship period will be arranged between the intern and Education & Exchanges Team. Candidates who are able to serve longer periods are preferred.
- (Start date of internship will follow issuance of RSO security clearance)

## American Spaces Korea Team - 1 Position

### Position Description

As a comfortable, tech-forward space for open dialogue, idea generation and innovation, the American Spaces Korea network serves as the main program platform at the Embassy – currently there are five American Spaces, one American Center Korea, four American Corners in Busan, Daegu, Gwangju, and Pyeongtaek with a fifth and a sixth corner opening in Jeju and Gangneung in Spring 2021. Intern will assist with a variety of dynamic U.S. Embassy Public Diplomacy programs on U.S. foreign policy, society, English language learning, U.S. Education and a Makerspace program. The following is a comprehensive, but not an exhaustive list of the ASK Intern's major responsibilities: program planning, research, translation, data entry, presentations, greeting guests at American Spaces programs, taking photos/videos, and assisting in all aspects of ASK outreach programs.

### Required Qualifications

- Academic Major: Open to all majors
- Academic Year: Open to all academic years
- English Required: Yes
- Preferred Skills: Preference will be given to candidates with strong interpersonal and communication skills. General knowledge of Microsoft Office, photo editing software.
- Period of Internship: January to June 2021

- Minimum of 90 days to a maximum of 180 days working period; full-time, 40 hours per week. The exact internship period will be arranged between the intern and the Cultural Unit Office.
- (Start date of internship will follow issuance of RSO security clearance)

## **Political (POL) Section – 3 Positions**

### **Political-External Unit Intern – 1 Position**

#### *Position Description*

An intern in the Political-External Unit will assist in political information gathering and reporting. Areas of research may include North Korea, South Korean public opinion, and the Republic of Korea's foreign policy particularly with China, Japan, and Russia. Intern responsibilities may also include interpretation, translation, and general administrative support, including for VIP visitors. Strong writing skills in Korean and English language skills are desirable.

#### *Required Qualifications*

- Preferred Academic Major: Political science, international studies, North Korean studies, or regional studies
- Period of Internship: 90 -180 days. The exact internship period and work schedule will be arranged between the intern and the Political Section.

### **Political-Military Unit Intern – 1 Position**

#### *Position Description*

Intern will assist in political information gathering and reporting. Areas of research include military capabilities and trends in South Korea, security cooperation in Northeast Asia, political developments in the U.S.-ROK Alliance, legal matters related to the Status of Forces Agreement, and ROK defense trade with third countries. Intern responsibilities may also include notetaking, interpretation, translation, and general office support.

#### *Required Qualifications*

- Preferred Academic Major: International studies, political science, security studies, regional studies, or law
- Strong writing skills and oral proficiency in both English and Korean
- Period of Internship: 90 to 180 days. The exact internship period and hours per week will be arranged between the intern and the Political Section.

### **Political-Internal Unit Intern – 1 Position**

#### *Position Description*

Intern will perform research and writing on political developments in the Republic of Korea, including the positions of the current administration, ruling and opposition parties in the National Assembly, political

factions, and current legislation. Intern will also assist in information gathering on civil society, child labor, human rights, religious freedoms, and trafficking in persons. Intern responsibilities may also include updating the Political Section's contact list and other administrative activities.

*Required Qualifications*

- Preferred Academic Major: International studies, political science, government, social science-related majors (For example: Sociology, history)
- Strong writing skills and oral proficiency in both English and Korean
- Period of Internship: 120 to 180 days. The exact internship period and the hours per week will be arranged between the intern and the Political Section.