**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/](https://gcc01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fkr.usembassy.gov%2Fembassy-consulate%2Fbusan%2F&data=04%7C01%7CLeeJS7%40state.gov%7C0db0e9735c5e4d38cad008d8b1d73f1e%7C66cf50745afe48d1a691a12b2121f44b%7C0%7C0%7C637454885330749573%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=DYOtgpOkSjM65LP3hhLlUvem07iMy1LjGIlgwWwUBCE%3D&reserved=0)). Applicants are expected to work in Busan.
* Under guidance of the Consul and local staff, the intern performs online research and analysis on political and economic trends in the Consulate district, comprised of the Yeongnam region and Jeju.  Prepares brief written reports on issues and daily news summaries.  Travels with the Consulate team throughout the district for meetings with official and civil society leaders, serves as notetaker, and assists with informal interpretation as needed.  May translate written remarks or messages.  Supports event preparation and may perform routine clerical tasks.

*Required Qualifications*

* Academic Major: Political Science/International Relations, Economics, Journalism, or related social science field.
* Academic Year: 1st to 4th year students
* Period of Internship: 6 months, 40 hours a week.  The exact internship period will be arranged between the intern and the Consulate.
* Applicant should have excellent English skills (speaking and writing) in addition to social and computer skills necessary to perform above-referenced tasks.

**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, the KORUS free trade agreement, and technological developments like 5G, artificial intelligence, and quantum technologies.  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 notetaker at official meetings, and draft correspondence to Washington DC.  Develop contacts at relevant public and private sector institutions.  Perform routine clerical tasks as necessary, including filing, escorting visitors, and organizing meetings.  Applicant should have excellent English skills (speaking and writing) in addition to social and computer skills necessary to perform above-referenced tasks.

*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

**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 – 3 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

**General Services Office (GSO) Intern – 1 position**

*Position Description*

The incumbent will work as an intern in the General Services Office (GSO) of the US Embassy. GSO is a team of 60 Korean and American employees providing operational and logistical support to the Embassy. Our main functions are housing, shipping, procurement, motor pool, travel, and property management. This internship is a good opportunity to experience the back-office administrative work that supports American diplomacy. It is ideal for interns who want to experience detail-oriented work in an office environment.

Your main projects will be:

* Assist the Embassy GSO Procurement team with purchasing a wide variety of goods and services
* Assist the Embassy GSO Property team with record-keeping and warehouse management
* Assist the Embassy GSO Admin assistant and housing unit with administrative duties, house inspections, and a variety of housing issues
* Assist the Embassy GSO Shipping team with Embassy inbound and outbound shipments
* Organize and upload files to create digital archives

Other projects may include some of the following, depending on our needs and your interests:

* Research regulations and update instruction documents for embassy customers
* Analyze customer service data and create reports
* Inspect embassy houses
* Update housing records online
* Participate in GSO team meetings and activities
* Assist with logistics for VIP visits
* Back up Embassy admin staff who are on leave

**Qualifications**: Your application should include a brief statement (~one-half page) in English, describing why you are interested in an internship in GSO, and what you hope to learn. If you are called for an interview, you should demonstrate strong spoken English, excellent interpersonal skills, and a willingness to work in a team. You should also be prepared to tell us which types of GSO projects are most interesting to you.

**Work Hours:** Full time, 40 hours per week

**Work Duration:** From June to 3-6 months

**Work Location:** Main work location is the Embassy Annex near Namyeong Station.

**Academic Major**:  Any area of study

**Academic Year**:  University years 3-4

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

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

*Position Description*

Assist 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:  as directed, assist with audience identification and analysis, research the profiles of program participants or audiences, and make suggestions on program content, remarks or speeches to ensure they are optimized for target audience; draft internal embassy memos and create public presentations; 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 Korean civil society, economics and innovation, or regional security.  General knowledge of Microsoft Office, photo editing software, and social networking apps is a plus.

**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 (July – December 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: July to December 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 Section – Total Request – 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 Qualification*

* Preferred Academic Major:  Political Science, International Studies, North Korean Studies, Regional Studies
* Timeframe:  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 Qualification*

* Preferred Academic Major:  International Studies, Political Science, Security Studies, Regional Studies, Law
* Strong writing skills and oral proficiency in both English and Korean
* Timeframe:  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 freedom, and trafficking in persons.  Intern responsibilities may also include notetaking, interpretation, translation, and general administrative support.

*Required Qualification*

* 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

Timeframe:  90 to 180 days.  The exact internship period and the hours per week will be arranged between the intern and the Political Section