Announcement for Paid Internship:

Keio Academy of New York seeks undergraduate and graduate student interns for its “US-JAPAN Summer Cultural Experience 2015”.

**Number of Openings**  
Approximately ten undergraduate or graduate students

**Period of Internship**  
Thursday, July 16, 2015 – Sunday, August 2, 2015

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

**Pay scale**  
$ 8.75 per hour

**Work Hours**  
6 days a week (one day off per 7-day period), approximately 20-25 hours per week.  
Must hold a legal status to work in the US (F-1 visa students will not be accepted). Must possess a social security number.

**Internship Description:**

**Qualifications**

- Excellent command of the English language
- A good team player 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
- An undergraduate or a graduate student in an education, international studies, intercultural communication, or related program preferred
- Willing to engage in recreational activities with participants when off-duty
- Willing 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

*As of Thursday, February 19, 2015*
Responsibilities

- Ensure program participants’ healthy, safety, hygiene, discipline, group dynamics, 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

Position Descriptions and Responsibilities

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

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

Application:

Send a 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.

Deadline

Wednesday May 13, 2015(*) 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.

Visit our website (http://www.keio.edu/english/summerprograms) to learn more about the program. For questions, email the Keio Academy of New York Summer Program Office at keiosummer@keio.edu

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