Fall 2015 Credit Internships

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Responsibilities of the Intern

At TUJ:
1. Arrange to add the internship course for credit.
   • 140 hours = 3 credits, 187 hours = 4 credits (plus additional coursework)
2. Keep the Internship Coordinator and the Career Office informed if you:
   • Schedule interviews or receive internship offers directly from the internship sponsor.
   • Decide to change your internship from credit to non-credit.
   • Decide to withdraw your application and not do an internship.
   • Experience any problems or difficulties.
   • Are unable to complete your required hours.
3. Observe all deadlines.
4. Report as regularly as requested to your TUJ faculty supervisor and submit the necessary coursework.
5. Please remember that securing and completing an internship is your responsibility.

At Your Internship Site:
1. Arrive and leave the sponsoring organization each day at the times mutually agreed upon.
2. Act in a professional manner at all times.
3. Be careful when handling personal or confidential information. Avoid taking information out of the office or disseminating it in any way.
4. Report communications in a reasonable amount of time – within 24-48 business hours is a good standard.

Failure to do the above may result in the inability to do an internship or a lower or incomplete final grade. Interns must sign the Professional Conduct Agreement on the following page.

Disability accommodation: If you wish to request an internship-related accommodation based on the impact of a disability, you must contact the Career Office to discuss the specific situation as soon as possible, and well in advance of the deadline for internship applications. As interns are outside of TUJ, we cannot guarantee that internship providers will provide accommodations, if you decide to request one.
PROFESSIONAL CONDUCT AGREEMENT

This Professional Conduct Agreement sets out some of the requirements for student conduct when applying for and participating in the internship program sponsored by Temple University, Japan Campus ("TUJ"). It also enumerates some of the possible consequences for conduct falling below these standards.

RESPONSIBILITIES OF THE STUDENT INTERN

__________________________ (the “Student Intern”), acknowledges and agrees to do the following in connection with his or her internship:

1. Thoroughly prepare for the interview, arrive at the appointed time, and cancel only if necessitated by illness or family emergency and with as much advance notice to the internship host and TUJ Career Development Office as possible.
2. Prioritize the internship over any part-time job or other extra-curricular activity.
3. Work together with the internship host to set a schedule for the semester (including a clearly stated start and end date and work hours). Make sure that the internship schedule will not conflict with his or her class schedule. A visa student must arrange the internship schedule in a way that does not prevent him or her from taking the minimum number of credits required to maintain a student visa.
4. Honor all time commitments agreed upon with the internship host, including arriving and leaving the internship at the appointed times.
5. If unable to report to the internship on time, because of illness, family emergency or any other reason, inform the internship host and the TUJ Career Development Office by telephone in advance as soon as possible.
6. Respect the authority of the internship host by performing all assigned tasks to the best of his or her ability.
7. Accept constructive criticism from the internship host in a respectful manner.
8. Exercise caution in handling personal and/or confidential information you may come across during the course of the internship. Avoid taking information out of the office, either in digital or hardcopy versions.
9. Understand that participating in an off-campus credit internship carries an additional and unknown risks compared to on-campus classes. TUJ does not and cannot control the working environment and circumstances of third party organizations. In addition, TUJ is not responsible for any liability you cause, whether accidental or deliberate, during your internship, such as leaking confidential information or damaging property.

This list is not an exhaustive or exclusive list of requirements. When interviewing with and interning for a business or organization participating in the internship program, the Student Intern is required to behave in a professional manner at all times.

The Student Intern acknowledges that failure to do so may result in the internship host withdrawing from the program and preclude other TUJ students from interning at that business or organization. The Student Intern also acknowledges and agrees that inappropriate behavior, as determined by the internship host and TUJ academic advisor, may result in his or her removal from the internship program, loss of credits and tuition:

1. The Student Intern may lose the privilege of participating in the TUJ internship program during the semester in question.
2. The Student Intern may lose the privilege of participating in the TUJ internship program for the remainder of his or her enrollment at TUJ.
3. The Student Intern may be responsible for payment for the registered internship credits but not receive academic credit for the internship.
4. If the internship is credit-bearing, poor conduct may result in a failing grade for the course.
5. Very poor behavior or any breach of the Student Code of Conduct while on an internship may result in TUJ instigating formal disciplinary procedures.

____________________________________________ Date __________________________
(Student)
How to Write a Resume and Cover Letter

Resume

- One page
- Reverse chronological order throughout.
- Keep the formatting consistent and easy to read.
- Use bullet points as appropriate.
- In the “Education” section, include your major, dates attended (i.e., Aug. 2013 – present), and anticipated graduate date.
- Use the “Professional Experience” section to highlight your achievements/accomplishments at your part-time jobs, past internships, etc.
- Quality is better than quantity. It is more persuasive to use the space to describe your specific accomplishments at 2-3 organizations, rather than listing every part-time job or volunteer experience you’ve ever had.
- If the internship requires a certain level of Japanese, please indicate your Japanese level in a “Skills” or “Languages” section.
- Don’t include anything from high school.
- Don’t include objectives or references; don’t include a “skills summary” at the top unless your skills are unusually impressive AND relevant to the position.
- Don’t write subjective self-evaluations, such as “team player,” “strong interpersonal skills,” etc. (You will have a chance to discuss your strengths, with solid examples, in the cover letter.)
- A resume is a marketing document to get you to the interview, not a comprehensive employment history; there is no need to include experiences that do not strengthen your application.

Cover Letter

- One page, formatted as a business letter.
- Mention the organization name and the fact that you are applying for an internship in the first paragraph (e.g., “I am writing to apply to the internship position offered in the Finance Department of Delta.”).
- Use the next 2-3 paragraphs to discuss why you would be a good fit for the position. Consider your past experiences, interests, and future career plans.
- Use examples to support your points. Rather than “I’m a good leader,” it will make more of an impression to say, “Last semester I led a group of 20 students to achieve ____ .”
- Make sure you connect yourself and your experiences to the organization and what they do. Avoid making the letter all “me, me, me.” No matter how amazing you are, you still have to show the hiring manager that you will be a good fit for the specific position.
- In the final paragraph, thank the hiring manager for his/her time and consideration.
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* offers internships that do not require much Japanese  * indicates competitive internships
Temple University, Japan Campus

INTERNSHIP

At

AIG Japan Holdings

Corporate Communications

The TUJ student intern will work in the Corporate Communications Office and have the chance to be abreast of the full scope of work in a large Corporate Communications department which oversees all of AIG Japan.

The successful candidate will have the opportunity to work with all of the key AIG insurance companies in Japan (AIU, American Home, and Fuji Fire Marine).

Job Responsibilities:
Support the overall day to day work of the Corporate Communications Office and assist with the following:

* Creation of documentation related to Communications
* Proofreading
* Coordination of various corporate events
* Development of digital and social media, etc.
* General assistance with other various administrative work

Course/Credit: 3-4 hrs.

Compensation: Transportation, 1,000 yen a day meal expense (not applicable if start time is after 12pm or end time is around 1pm)

Dates, Days, Time: Mon-Fri 9:00-17:00

Location: Kamiyacho Office, Kamiyacho Station, Minato Ku, Tokyo

Qualifications: Fluent/Native Level English/Japanese skills

AIG is a world leading property-casualty and general insurance organization serving more than 45 million clients in over 160 countries and jurisdictions. With a 90-year history, one of the industry most extensive ranges of products and services, deep claims expertise and excellent financial strength, AIG enables its commercial and personal insurance clients alike to manage virtually any risk with confidence.

www.aig.com

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INTERNSHIP

At

AIG Japan Holdings KK

Department: HR Planning Department

The major multi-international insurance group AIG is looking for a bi-lingual TUJ student to work as an intern in the HR Planning Department.

Job Responsibilities:
- Project support for HR global projects
  - work with team members in the team on projects including a range of activities around corporate culture transformation, employee engagement, data management, and event facilitation
  - HR global project support and administrative work
  - Simple translation work (English ⇔ Japanese) for employee communication
  - Assistance in preparing management presentation material

About the Team
- The team (Japanese and non-Japanese) is responsible for overseeing a broad range of initiatives and projects that impact close to 20,000 employees across Asia Pacific. Acting as an “internal consultant” for the HR department the daily work involves managing a number of projects large and small and of different complexities.

The internship would provide the successful intern with the opportunity to see how a major blue chip firm is managed and would allow the intern to develop project management skills, and office management skills - including participating in meetings, writing reports and preparing presentation materials. The corporate culture transformation work involves a host of different activities that would provide the successful candidate with an opportunity to be involved in exciting projects that touch the hearts and minds of all employees in AIG Japan.

Course/Credit: 3-4 hrs.

Compensation: Transportation, 1,000yen of lunch allowance (not applicable if start time is after 12pm or end time is around 1pm)

Dates, Days, Time: Preferred if candidate comes to office every day (half day is accepted), but flexible with the right candidate.

Location: Kamiyacho Office, Kamiyacho Station, Minato Ku, Tokyo

Qualifications:
- Strong English and Japanese (Reading/Writing/Speaking)
- PC skills (Excel, PowerPoint, MS Word)
- Good interpersonal skills and an ability to work in a team
- Interns from any academic discipline are welcome to apply

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www.aig.com

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INTERNSHIP

At

AIG Japan Holdings

Regional Talent Management

The TUJ student intern will work in the Talent Management Division helping to develop and implement E-Learning and Talent Development programs and initiatives for the Asia Pacific Region.

The successful candidate will work with the senior management of all of the key AIG insurance companies in Japan (AIG Holdings, AIU, American Home, Fuji Life, and Fuji Fire Marine).

Job Responsibilities:
Support Learning and Diversity Initiatives & Programs
Prepare budgetary reports
Dispatch and Manage Training Materials
Translate and revise TM materials
Arrange and coordinate Off-Site and Teambuilding Workshops
General assistance with other various administrative work

Course/Credit: 3-4 hrs.

Compensation: Transportation, 1,000 yen a day meal expense

Dates, Days, Time: Mon-Fri 9:00-17:00

Location: Kamiyacho Office, Kamiyacho Station, Minato Ku, Tokyo

Qualifications: Fluency in English and Japanese; Business Level Japanese; Experience with Microsoft Office (PowerPoint, Excel, MS word.)

AIG is a world leading property-casualty and general insurance organization serving more than 45 million clients in over 160 countries and jurisdictions. With a 90-year history, one of the industry most extensive ranges of products and services, deep claims expertise and excellent financial strength, AIG enables its commercial and personal insurance clients alike to manage virtually any risk with confidence.

www.aig.com
Temple University, Japan Campus

INTERNSHIP

at

世代を継ぐ、勇気と覚悟。

Creative Native

AOI Pro.

Offering a wide variety of unique and customized internship opportunities throughout the AOI group of companies. Individual consideration for placement will be given based upon the intern’s abilities, interests, character, intended career path, and available schedule.

Course/Credit: 3-4 hrs

Compensation: Round trip public transportation within the Tokyo area

Dates, Days, Time: Mon-Fri 10:00 – 18:30 Minimum of 2 days/wk or 16 hr/wk

Locations: Corporate head office located within a 2 minute walk from JR Yamanote Line – Osaki Station

* Actual location of internship will depend on placement within the group of companies. Office areas include Shimbashi, Akasaka, Hiroo, Ginza, and Kohoku-New Town

Qualifications:

- Above all the applicant must consider themselves as a creative, optimistic, and highly self motivated individual with a strong interest and intended future career in one of the following areas: advertising, commercial film production, post production, design, social media, web design & programming, event planning or marketing.
- A strong command of conversational Japanese and English
- Proficiency in any one of the following is definitely a plus: Photoshop, Illustrator, Adobe Creative Suite, Final Cut, CSS, Flash, HTML5, MS Office, Wordpress,
- Preference will be given to applicants with student portfolios in the field of the arts or body of film related work.

AOI Pro and its subsidiary group of companies is a leader in the Japanese advertising industry for providing a full range of services encompassing all aspects of commercial & feature film production, post production, web design & programming, event planning and conceptual marketing.

Corporate office website:
http://www.aoi-pro.com/

Corporate profile:
http://www.aoi-pro.com/eng/profile_e.html

For further information regarding the companies under the AOI group:
http://www.aoi-pro.com/eng/subsidiaries_e.html

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**INTERNSHIP**

at

Apex K.K.

Apex 株式会社

**Human Resources/General Affairs**

The TUJ student intern works in Human Resources/General Affairs Department under the guidance of Office Manager.

**Job Responsibilities:**

There are a wide variety of roles that an intern may perform while at Apex; however, the main role is to support the day-to-day operational support of the office. The following are potential tasks that they may undertake over the course of the internship:

- Support internal hiring and orientation processes
- Attend management meetings and take meeting minutes
- Help current and potential Apex employees apply for Japanese visas
- IT devise set-up (connecting phones, solving computers and printer issues)
- Order new business cards and other items for the office
- Actively participate in the company quality assurance meeting
- Help plan the company events
- Format candidate resumes to Apex standard
- Complete projects requested by Team Leaders

**Number of Credits:** 3-4 credits

**Compensation:** JPY1,500 /hour with transportation

**Dates, Days, Time:** Mon-Fri 9:00 – 18:00 Minimum of 3 days/week

**Location:** Ebisu MF Building 7F, 4-6-1 Ebisu, Shibuya-ku, Tokyo (5 minute walk from Ebisu station)

**Qualifications:**

- Personable, able to comfortably and pleasantly deal with a variety of people
- Excellent verbal and written communication skills
- Organized, with an ability to prioritize time-sensitive assignments
- Creative and flexible
- Detail oriented
- Accountable for own tasks
- Problem solving skills
- Basic computer skills

This internship could potentially lead to a full-time job.

Apex is an executive search firm specializing in 8 different industries that recruits bilingual professionals from mid- to senior-level management positions for the Japan market. We strongly believe that great personnel are priceless and we are passionate about finding the very best person for your business. We provide clients with a profound advantage because our consultants are experienced recruiters with an in-depth understanding of their own specialized industry, market trends and human capital.

Apex was established in 2010 and has grown to over 35 professionals today. Apex currently works closely with a wide range of companies from start-ups looking to grow in the Japanese market, multinational companies established in Japan, and Fortune 500 companies.

Company Website: [http://www.apexkk.com/](http://www.apexkk.com/)
Temple University, Japan Campus

**INTERNSHIP**
at

神奈川県立厚木高等学校

**Atsugi High School**

**Job Responsibilities:**

- Teaching assistant for science and English teachers.
- Help Japanese teachers to train short-term students, such as to teach daily English conversation, and to discuss global issues with students.
- Create and execute marketing initiatives.
- Organize events where each Japanese participant is expected to be immersed in an English environment in order to improve their speaking skills.

**Course/Credit:** 3 Credits

**Compensation:** 5,000 yen a day (inclusive of transportation)

**Dates, Days, Time:**
- Business hours: Mon-Fri 8:30 – 17:00, with fifty-minutes lunch break.
- Minimum of 2 days/wk

**Location:**
Tomuro, Atsugi City, Kanagawa Prefecture
Nearest station is Hon-Atsugi Station of Odakyu Line.
Atsugi-HS is located a 20 minute walk from Hon-Atsugi Station on the Odakyu Line.

**Estimated train travel time (one way):**
- From Shinjuku: 50 minutes
- From Itabashikuyakushomae (women's dorm): 75 minutes
- From Hiyoshi (men's dorm): 60 minutes

**Qualifications:**

- Motivation and interest in education are required.
Temple University, Japan Campus
INTERNSHIP
at
Audi Japan KK
アウディジャパン株式会社

Business operations department

The TUJ student intern works in Business Operations Department under the guidance of the Business Operations team.

Job Responsibilities:
- Researching, analyzing and presenting data concerning Governance, Risk and Compliance (GRC)
- Preparing quarterly newsletter
- Improving the internal GRC web portal
- Creating business process maps
- Identifying inefficiencies within business processes, finding root causes and improving process
- Administrative Tasks

Course/Credit: 3-4 hrs
Compensation: 120,000 yen scholarship (40h/week) / commuting ticket

Dates, Days, Time: tbd

Location: Gotenyama Trust Tower 16F 4-7-35 Kita-shinagawa, Shinagawa-ku, Tokyo 140-0001, Japan

Qualifications:
- Business Administration or equivalent economics study with focus on customer relations/ sales/after sales/ marketing
- Good results in your university/college courses
- Ideally initial practical experience (e.g. in the form of internships or student-jobs)
- International experiences (study abroad, exchange etc.); cross-cultural skills
- Ability to assimilate quickly to the job requirement to meet the tight timelines
- MS Office skills (Word, Excel, PowerPoint)
- English and Japanese language skills: Business level
- German is a plus

Audi Japan KK is 100% subsidiary of Audi AG. Activities on the Japanese market:
- Import and whole sale of Audi vehicles, parts and accessories
- Marketing and promotion activities
- Support of dealers

Current number of employees: 108.
Audi Japan KK possesses Audi Japan Sales as 100% owned sales company.
110 dealers as Audi exclusive dealership as a franchise business.

URL: http://www.audi.co.jp/jp/brand/ja.html
Temple University, Japan Campus

INTERNSHIP
at

Audi Japan KK
アウディジャパン株式会社

Brand Promotion & PR Department

The TUJ student intern works in Marketing Communications Department under the guidance of the Brand Promotion & PR Team.

Job Responsibilities:
- Handling requested data & information for the media
- Organizing press conferences and brand promotion events
- Supporting team in advertising agency meetings and briefings
- Assisting in making media clippings and other promotional movies
- Analysing and reporting consumer purchase trends and other data
- Administrative tasks

Course/Credit: 3/4 hrs

Compensation: 120,000 yen scholarship (40h/week) / commuting ticket

Dates, Days, Time: tbd

Location: Gotenyama Trust Tower 16F 4-7-35 Kita-shinagawa, Shinagawa-ku, Tokyo 140-0001, Japan

Qualifications:
- MS Office (Word, Excel, PowerPoint)
- Interest in organizing events and PR campaigns
- Ability to assimilate quickly to the job requirement to meet the tight timelines
- Required working experience: previous internship / industry student experience
- International experiences (study abroad, exchange etc.); cross-cultural skills
- English and Japanese language skills: Business level
- German is a plus

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URL: http://www.audi.co.jp/jp/brand/ja.html
Temple University, Japan Campus

INTERNSHIP

at

Audi Japan KK

オーディージャパン株式会社

Controlling Department

The TUJ student intern works in Controlling Department under the guidance of the Controlling Manager.

Job Responsibilities:

- Improving the presentation of Planning Round & Forecast data
- Updating data on Planning Round, liquidity, and forecast master file presentations
- Creating master file standards (based on THINK CELL, POWERPOINT and EXCEL)
- Preparing financial analysis
- Administrative tasks

Course/Credit: 3-4 hrs
Compensation: 120,000 yen scholarship (40h/week) / commuting ticket
Dates, Days, Time: tbd

Location: Gotenyama Trust Tower 16F 4-7-35 Kita-shinagawa, Shinagawa-ku, Tokyo 140-0001, Japan

Qualifications:

- Business Administration or equivalent economics study with focus on Finances/ Controlling
- Good results in your university/college courses
- Ideally initial practical experience (e.g. in the form of internships or student-jobs)
- International experiences (study abroad, exchange etc.); cross-cultural skills
- Ability to assimilate quickly to the job requirement to meet the tight timelines
- MS Office skills (Word, Excel, PowerPoint)
- Strong access skills (SQL/VBA)
- Finance background (P&L structure)
- English and Japanese language skills: Business level
- German is a plus

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- Import and whole sale of Audi vehicles, parts and accessories
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URL: http://www.audi.co.jp/jp/brand/ja.html

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Customer Care department

The TUJ student intern works in After Sales Department under the guidance of the Customer Care team.

Job Responsibilities:
- Customer satisfaction survey
- Data analysis
- Measures to increase customer satisfaction
- Maintaining existing customer satisfaction improvement programs
- Assisting in the development of emergency roadside assistance program
- Engaging in the implementation process of our communication platform
- Assisting in maintaining Audi Collection
- Administrative tasks

Course/Credit: 3-4 hrs
Compensation: 120,000 yen scholarship (40h/week) / commuting ticket
Dates, Days, Time: tbd

Location: Gotenyama Trust Tower 16F 4-7-35 Kita-shinagawa, Shinagawa-ku, Tokyo 140-0001, Japan

Qualifications:
- Business Administration or equivalent economics study with focus on customer relations/sales/after sales/marketing
- Good results in your university/college courses
- Ideally initial practical experience (e.g. in the form of internships or student-jobs)
- International experiences (study abroad, exchange etc.); cross-cultural skills
- Ability to assimilate quickly to the job requirement to meet the tight timelines
- MS Office skills (Word, Excel, PowerPoint)
- English and Japanese language skills: Business level
- German is a plus

Audi Japan KK is 100% subsidiary of Audi AG. Activities on the Japanese market:
- Import and whole sale of Audi vehicles, parts and accessories
- Marketing and promotion activities
- Support of dealers

Current number of employees: 108.
Audi Japan KK possesses Audi Japan Sales as 100% owned sales company.
110 dealers as Audi exclusive dealership as a franchise business.

URL: http://www.audi.co.jp/jp/brand/ja.html
Temple University, Japan Campus

INTERNSHIP

at

Audi Japan KK
アウディジャパン株式会社

Digital Marketing Department

The TUJ student intern works in Marketing Communications Department under the guidance of the Digital Marketing Team.

Job Responsibilities:
- Social media: analyzing reports, creative work, CI conformance checking
- Support project preparations: writing minutes, ordering and sending campaign items, tracking campaigns
- Administrative work, translate marketing documents from English to Japanese and vice versa

Course/Credit: 3/4 hrs
Compensation: 120,000 yen scholarship (40h/week) / commuting ticket
Dates, Days, Time: tbd
Location: Gotenyama Trust Tower 16F 4-7-35 Kita-shinagawa, Shinagawa-ku, Tokyo 140-0001, Japan

Qualifications:
- MS Office (Word, Excel, PowerPoint)
- Adobe Creative Suite (Photoshop, InDesign)
- Basic knowledge of Digital Marketing and Social Media
- Ability to assimilate quickly to the job requirement to meet the tight timelines
- Required working experience: previous internship / industry student experience
- International experiences (study abroad, exchange etc.); cross-cultural skills
- English and Japanese language skills: Business level
- German is a plus

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URL: http://www.audi.co.jp/jp/brand/ja.html

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INTERNSHIP

at

Audi Japan KK

Human Resources Department

The TUJ student intern works in Human Resources Department under the guidance of the HR General Manager.

Job Responsibilities:

- Supporting recruitment activities: posting job-ads, screening candidates etc.
- Improving our recruit webpages
- Assisting tasks in HR topics: change of grading system, personnel development etc.
- Internship program: organizing team building activities and workshops, helping new interns to integrate into the team and with administrative tasks etc.
- Organizing all staff meetings, team-building events or other HR events
- Preparing, revising and translating employee rules, regulations or guidelines
- Preparing, conducting and analysing employee surveys and developing measures
- Administrative tasks

Course/Credit: 3-4 hrs

Compensation: 120,000 yen scholarship (40h/week) / commuting ticket

Dates, Days, Time: tbd

Location: Gotenyama Trust Tower 16F 4-7-35 Kita-shinagawa, Shinagawa-ku, Tokyo 140-0001, Japan

Qualifications:

- Business Administration or equivalent economics study with focus on human resources, personnel, labor law or psychology
- Good results in your university/college courses
- Ideally initial practical experience (e.g. in the form of internships or student-jobs)
- International experiences (study abroad, exchange etc.); cross-cultural skills
- Ability to assimilate quickly to the job requirement to meet the tight timelines
- MS Office skills (Word, Excel, PowerPoint)
- English and Japanese language skills: Business level
- German is a plus

Audi Japan KK is 100% subsidiary of Audi AG. Activities on the Japanese market:

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- Support of dealers

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110 dealers as Audi exclusive dealership as a franchise business.

URL: [http://www.audi.co.jp/jp/brand/ja.html](http://www.audi.co.jp/jp/brand/ja.html)
Temple University, Japan Campus

INTERNSHIP

at

Audi Japan KK

Sales Operation Department

The TUJ student intern works in Sales Operation Department under the guidance of the sales team.

**Job Responsibilities:**
- Management, revision and translation of dealer support/funding programs
- Analyzing and comparing market data of dealerships and competitors
- Assisting tasks in Sales planning
  - Short- and medium-term investment planning
  - Improving the performance of sales operations
- Assisting tasks in network development in the Japanese market
- Administrative tasks

Course/Credit: 3-4 hrs

Compensation: 120,000 yen scholarship (40hr/week) / commuting ticket

Dates, Days, Time: tbd

Location: Gotenyama Trust Tower 16F 4-7-35 Kita-shinagawa, Shinagawa-ku, Tokyo 140-0001, Japan

Qualifications:
- Business Administration or equivalent economics study with focus on sales/after sales/ marketing
- Good results in your university/college courses
- Ideally initial practical experience (e.g. in the form of internships or student-jobs)
- International experiences (study abroad, exchange etc.); cross-cultural skills
- Ability to assimilate quickly to the job requirement to meet the tight timelines
- MS Office skills (Word, Excel, PowerPoint)
- English and Japanese language skills: Business level
- German is a plus

Audi Japan KK is 100% subsidiary of Audi AG. Activities on the Japanese market:
- Import and whole sale of Audi vehicles, parts and accessories
- Marketing and promotion activities
- Support of dealers

Current number of employees: 108.
Audi Japan KK possesses Audi Japan Sales as 100% owned sales company.
110 dealers as Audi exclusive dealership as a franchise business.

URL: [http://www.audi.co.jp/jp/brand/ja.html](http://www.audi.co.jp/jp/brand/ja.html)
AVIAREPS K.K. is seeing a student intern from TUJ to work under the guidance of Chisato Morita, Director of Travel Trade Marketing Team and Naoko Hashizumi, Director of PR Team.

**Job Responsibilities:**
- Support daily operations for various international clients in the travel industry such as tourism offices, hotels, and airlines. The role includes translation, research and reporting work, all under the supervision of AVIAREPS K.K.'s team members.
- Support the smooth operation of promotional events, including event preparation, reporting and attendance on the day to escort clients visiting Japan from overseas. Scheduled events include large-scale events such as trade shows, as well as internally-organized smaller-scale events such as seminars, workshops and press conferences etc.
- Another key responsibility will be working as a part of a team for the Tourism Expo, one of the largest tourism industry trade shows in Asia, which will be held from September 24th to 27th, 2015. Flexibility to attend all days of the show is highly preferred (attending a few days of the event can be negotiated). The role includes various tasks including attending and running a booth at the event, managing logistics, escorting clients visiting from overseas, and pre/post-event reporting, all of which will be overseen by AVIAREPS K.K.'s team members.

**Course/Credit:** 3-4 hrs

**Compensation:** Hourly wage: none/transportation expenses fully reimbursed

**Dates, Days, Time:** Mon-Fri 10:00 – 17:00 - minimum of 2 days per week

**Location:**
- International Place, 26-3 Saneicho, Shinjuku-ku, Tokyo 160-0008
- Closest stations: Yotsuya (JR/Namboku line), Yotsuya Sanchome (Marunouchi line), Akebonobashi (Shinjuku line)

**Qualifications:**
- Proficient English reading and writing skills. English speaking skills are a plus. A TOEIC score of 730+ is preferred.
- Japanese level: Native or advanced. Proficient Japanese reading skills are essential.
- Effective translation skills are preferred, from Japanese to English and/or from English to Japanese.
- Basic PC skills (MS Word, Excel, PowerPoint etc.). Ability to proactively network on social media platforms is a plus.
- Basic understanding of common business etiquette, including a professional speaking style, respectful attitude to clients and team members, punctuality, etc.
- Must have sense of responsibility to finish tasks in a timely manner as requested.

AVIAREPS K.K. is the regional head office of AVIAREPS Group in Japan, the global leader in tourism and airline representation and management, representing over 90 tourism clients and more than 90 airline clients worldwide with an extensive network of 64 offices in 44 countries, spanning all continents. In addition to providing passenger General Sales Agent (GSA) services and tourism marketing representation, clients are also offered expertise and services in public relations, advertising, IT solutions, consulting, financial services, and airport marketing. The AVIAREPS Group also has a rapidly growing Trade & Retail Promotions division to represent cities, states, nations, retailers, and trade associations seeking to boost trade flows around the world. Our long list of clients includes tourism offices across multiple continents, such as Brand USA, NYC & Company, San Diego Tourism Authority, Promperu, Marianas Visitors Authority, Northern Territory Tourism Office, Visit Monaco, Tahiti Tourisme, as well as private sector enterprises such as Mandarin Oriental Hotel Group, Small Luxury Hotels of the World, Starwood Hotels and Resorts, Tigerair Taiwan and more.

[http://www.aviareps.jp](http://www.aviareps.jp) (Japan office)
[http://www.aviareps.com](http://www.aviareps.com) (Global)

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INTERNSHIP (RECOMMENDED)
at

BUSINESS BANK GROUP
ビジネスバンクグループ株式会社

Business Bank Group, Ltd.
ビジネス・バンク・グループ株式会社

The TUJ student intern works in the Business Development Department under the guidance of the Business Development Manager. As this is a new company searching for new business, the intern will learn skills related to starting a business, which could be interesting to entrepreneurial interns. The intern will also be involved in all aspects of business, from researching the market, to helping to perfect our business model, to doing marketing and public relations, to meeting with key partners and customers. Throughout this, the intern will work directly with company personnel. Currently we work with Embassies, exporters, and more.

**Job Responsibilities:**
- Research business markets and competitors
- Help to refine our business models
- Help create marketing plans and materials, measure success
- Attend meetings with associated clients and partners

**Number of Credits:** 3-4 credits

**Compensation:** transportation, refreshments, future connections

**Dates, Days, Time:** Mon-Fri 9:00 – 17:00 – we will work to ensure you meet your required hours

**Location:** Nearest station: Omori (Near Oimachi, Shinagawa).
Address: Sanno Urban Life 1116, 2-1-8 Sanno, Ota, Tokyo

**Qualifications:**
- Languages: English and preferably a 2\textsuperscript{nd} (Japanese, Russian, or a Central Asian language)
- Creative mind
- Strong communications skill
- A positive attitude

*This internship could lead to a full-time job in Japan or in the Republic of Georgia.*

Business Bank Group was started by an alumni of Temple University Japan and his former internship supervisor. We are an intermediary company that provides representation and advice for our clients and helps businesses reach international markets. We have offices in Tokyo and the Republic of Georgia with representation elsewhere.

www.businessbankgr.co.jp / Facebook: Business Bank Group / Twitter: @businessbankgr
Temple University, Japan Campus

INTERNSHIP

at

BCBGMAXAZRIAGROUP

ビーシービージーマックスアズリア ジャパン株式会社

Marketing and Merchandising

The TUJ student intern works in Department under the guidance of Director of Public Relations.

Job Responsibilities:

- Assistance with General office work
- Assist with Marketing and Merchandising team

Course/Credit: -credit

Compensation: transportation only

Dates, Days, Time: Mon-Fri 9:00-18:00 Minimum 3 days/wk

Location: BCBGMAXAZRIA JAPAN 3F, 5-1 Ginza 2-chome Chuo-ku Tokyo 104-0061

Qualifications:

- Japanese: native / English: business level
- Basic PC skills (Word, Excel, PowerPoint)
- Interest in Marketing and Merchandising
- Ability to work in team

BCBGMAXAZRIAGROUP is taking the world by storm. With critically acclaimed collections, a loyal following of Hollywood’s top celebrities and a strong worldwide presence, this fashion powerhouse has evolved into one of the hottest names in the fashion industry today. Continuously expanding while defining trends, Max Azria has let the industry know that he is indeed building a global empire.

Founded in 1989, BCBGMAXAZRIAGROUP is the lifetime vision of one man: Founder, Designer, Chairman and Chief Executive Officer Max Azria. In 1981, after eleven years of designing a line of women’s wear in his native Paris, Azria moved to the United States and launched Jess, a series of new-concept retail boutiques offering hip French fashion to American women. After years of success, Azria decided to pursue his dream of launching a design house that spoke to the modern woman—thus BCBGMAXAZRIA was born. Named for the French phrase “bon chic, bon genre,” a Parisian slang meaning “good style, good attitude,” the brand embodies a true combination of European sophistication and American spirit.

Temple University, Japan Campus

INTERNSHIP

at

BCBGMAXAZRIAGROUP
ビーシービージーマックスアズリア ジャパン株式会社

Public Relations

The TUJ student intern works in Department under the guidance of Director of Public Relations.

Job Responsibilities:
• Assistance with General office work
• Assist with Public Relations team

Course/Credit: credit

Compensation: transportation only

Dates, Days, Time: Mon-Fri 9:00-18:00 Minimum 2 days/wk

Location: BCBGMAXAZRIA JAPAN 3F, 5-1 Ginza 2-chome Chuo-ku Tokyo 104-0061

Qualifications:
• Japanese: native / English: business level
• Basic PC skills (Word, Excel, PowerPoint)
• Interest in PR, media and communications
• Ability to work in team

BCBGMAXAZRIAGROUP is taking the world by storm. With critically acclaimed collections, a loyal following of Hollywood's top celebrities and a strong worldwide presence, this fashion powerhouse has evolved into one of the hottest names in the fashion industry today. Continuously expanding while defining trends, Max Azria has let the industry know that he is indeed building a global empire.

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Temple University, Japan Campus
INTERNSHIP
at

BRIGHT WAVE
MEDIA
PUBLISHER OF
JAPAN BEER TIMES • YOKOHAMA SEASIDER • SAKE TODAY

The TUJ student intern will primarily work in the Sales Department under the supervision of the Director of Sales, but will occasionally execute tasks for the Creative Department based on the needs of the Creative Director.

**Job Responsibilities:**
- Support Sales Director with planning and execution of business development program.
- Research and secure new distribution points for all magazines.
- Assistance with brainstorming and production of editorial content. (possibly some photography required.)

**Number of Credits:** 3 credits

**Compensation:** Transportation

**Dates, Days, Time:** About 10-20 hours a week. Flexibility according to student’s school schedule.

**Location:**
231-0063 Yokohama, Naka-ku, Hanasaki-cho 1-42-1
Phone/Fax: 045-341-4122

**Qualifications:**
- Results-driven self-starter with good communication skills and a genuine interest in the publishing industry.

This internship could potentially lead to a full-time job.

Established in March 2009, Bright Wave Media is a multimedia firm that specializes in bilingual (English/Japanese) publishing, both printed matter and digital, with additional business ventures in bilingual mobile application development, event production and promotion, space management, product/company promotion, consulting, translating/interpreting, and creative solutions.

http://japanbeertimes.com
http://www.sake-today.com
http://www.yokohamaseasider.com

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**INTERNSHIP**

at

![BCJ Logo]

British Chamber of Commerce in Japan (BCCJ)

在日英国商業会議所

The BCCJ is an exceptionally active and growing business organization, with an exciting events strategy, high-caliber membership and meaningful social responsibility footprint. The TUJ intern works under the guidance of Lori Henderson, Executive Director, BCCJ.

**Job Responsibilities:**
- Help populate the BCCJ website with interesting content
- Attend BCCJ networking events as photographer / reporter
- Assist with pre- and post-event marketing and operations (invitations, feedback)
- Explore BCCJ social media marketing channels & video production (YouTube)
- Help maintain social responsibility programme, Books For Smiles
- Support BCCJ administrative functions as necessary

**Course/Credit:** Credit

**Compensation:** Transportation and free attendance at BCCJ events (average cost: JPY5500) during the internship period.

**Dates, Days, Time:** Flexible - 10 hr/wk

**Location:** 12F Ark Mori Building (East Wing), 1-12-32 Akasaka, Minato-ku, Tokyo, 107-6012

**Qualifications:**
- High level of proficiency in Microsoft Office applications
- Creative mindset - interest in marketing is a plus
- Ability to understand and use social media platforms
- Excellent native English language skills; Japanese ability preferable

**About the BCCJ**
The BCCJ, which marks its 66th anniversary this year, is an exceptionally active and ever-expanding private membership organisation serving over 750 high-caliber members, linked via eight state-of-the art communications channels.

Open to members of all nationalities, we offer high-value events, productive networking and promotional opportunities, valuable information services, and access to influential individuals and institutions.

Our mission is to strengthen business ties between the UK and Japan, promote and support the business interests of all our members, and actively encourage new British business into the Japanese market as well as Japanese investment into the UK.

This mission is supported by our close and long-standing links with the British Embassy, the British Council, the European Business Council, as well as an extensive network of trade organisations in Japan and the UK.

For more information, please visit: [www.bccjapan.com](http://www.bccjapan.com)

**Interns:** https://www.bccjapan.com/jobs/internships/
CarterJMRN K.K.

The TUJ student intern works in Project Management and Coordination under the guidance of Risa Hamada, Client Service Director

Job Responsibilities:
- Contribute to execution of the various types of research projects that CarterJMRN conducts, including secondary research, industry interviews, consumer focus groups and telephone/internet surveys (with consumers and business executives)
- Help drafting portions of reports (English <and Japanese if bilingual>)
- If bilingual, summarizing and translation support that contributes to the execution and reporting of research
- Drafting of PowerPoint materials (charts, graphs, etc.)

Please note that the majority of output is in English; however, there is much work that is done “in Japanese-language.” Therefore, we can accept a marginally bilingual intern, although our preference would be for “bilingual.”

Number of Credits: 3-4 credits
Compensation: hourly wage/transportation
Dates, Days, Time: Mon-Fri 9:30-5:30; Minimum of 2 days/wk or 15 hrs/wk
Location: KDX Nogizaka 4F, 7-2-29 Roppongi, Minato-ku, Tokyo 106-0032 (5-min walk from NOGIZAKA STATION)

Qualifications:
- Bilingual (please see note above); the Japanese-language ability is more important, so we would be willing to accept a native Japanese intern who still needs to work on their English. We will consider a non-Japanese speaking intern, but there will be a limit to what this type of intern can do in our office. So our emphasis is definitely on native Japanese interns or a fully bilingual “foreign” intern.
- Energetic and outgoing personality that can adapt to our fast-paced work environment.
- Interest in helping foreign products and services succeed in the Japanese marketplace.

This internship has the possibility to lead to a full-time job.

With offices in Tokyo and Osaka, CarterJMRN is a full-service Japan based market research agency with a history leading back to 1989. As a fully bicultural agency, we are known for the creativity of our responses to clients' briefs, applying research and related understanding that delivers highly practical, prescriptive and actionable solutions.

http://carterjmrn.com
Temple University, Japan Campus

INTERNSHIP in INTERNATIONAL DEVELOPMENT WORK

at

CITYNET

(The Regional Network of Local Authorities for the Management of Human Settlements) アジア太平洋都市間協力ネットワーク (CITYNET)

The TUJ student intern will work at the CITYNET Secretariat under the guidance of the Programme Director as well as Executive Officer of CITYNET.

Job responsibilities will include: (depending on time available/skill level)

- Creating, updating and analysing database on various Programme activities using MS Word and Excel
- Assisting in ongoing programme activities in terms of writing articles, reports, project proposals and other related documents in English
- Producing English brochures for marketing programme activities
- Assisting in local events as attendant and providing support to the staff

Course/Credit: Credit

Compensation: Non paid internship / transportation up to a maximum of 1,500 yen per day

Benefits: Get exposure to issues in Asian cities, drafting of official letters and documents, using creativity for publications, participating in CITYNET events locally and making new contacts

Dates, Days, Time: Mon-Fri 10:00 – 17:00. Minimum of 2 days/wk or 10 hrs/wk however days are flexible and may be able to complete part of the internship from home.

Location: 5F, International Organizations Center, Pacifico-Yokohama

Nearest Station: Minatomirai (5 min. walk) or Sakuragicho (15 min. walk)

Qualifications: The intern should have an interest in development issues specifically focusing on the Asia Pacific region. CITYNET Secretariat has a multicultural working environment and there will be opportunities to interact with CITYNET’s members across the region.

- Business English level or above in writing and speaking (TOEIC min. 900).
- Bilingual candidates (E + J) preferred (JLPT L2 or above)
- Professional Writing/ research skills
- Professional working attitude, character and mindset

Preferred skills: Applicants having skills in using InDesign, Illustrator, and Publisher with creative/design talents will be most welcome

About CITYNET: For over 20 years, CITYNET has committed itself to helping local governments improve the sustainability of human settlements. CITYNET has grown to become an international organisation of more than 100 members in more than 20 countries, most of which are cities and local governments in the Asia-Pacific region. CITYNET focuses programmes and activities in Infrastructure, Disaster Risks Reduction, MDGs and Climate Change. CITYNET has four national chapters (Sri Lanka, Bangladesh, Indonesia and Nepal) and Satellite Office in India as well as CITYNET Youth Japan. www.citynet-ap.org
Temple University, Japan Campus

**INTERNSHIP**

at

Cleanis KK
クリニス株式会社

Sales Assistant

**Job Responsibilities:**
- Attend exhibition, Security and Safety Trade Expo
- Prepare for the exhibition and follow up with the visitors
- Exhibition tour as market research

**Course/Credit:** 3-4 credits

**Compensation:** 2,000 yen per day plus transportation

**Dates, Days, Time:** Tue and Thurs 9:00 – 17:30 Minimum 10 hr/wk

**Location:** Honey Hakozaiki Bldg 4F 1-5, Hakozaiki-cho Nihonbashi, Chuo-ku, Tokyo, 5 min from Kayabacho 4 min from Suitengu-mae

**Qualifications:**
- Native Japanese

100% French company. Established in 2013. Whole sales industry of hygienic product and disaster prevention product. Our parent company develops the product in order to do infection control in hospitals and healthcare institution. On the other hand, in Japan, mainly we sell our product in disaster prevention market.

[www.cleanis.com](http://www.cleanis.com)
Temple University, Japan Campus

INTERNSHIP

at

Consulate-General of Brazil in Tokyo
在東京ブラジル総領事館

Job Responsibilities:

We are looking for one enthusiastic Spanish-speaking (Portuguese-speaking preferable) International Relations student to work as an intern at the Consulate-General of Brazil in Tokyo.

The roles taken up by the applicant will focus on assisting the Consulate-General's staff on daily tasks related to the provision of consular services for Brazilian nationals living in Japan as well as for foreign nationals applying for entry visas to Brazil. The job-holder will be managed by senior Foreign Service Officers and may be asked to prepare news clippings and reports.

Number of Credits: 3 credits

Compensation: Unpaid. Travel costs will not be covered.

Dates, Days, Time: Mon to Fri 9:00 – 13:00 (Possibility of work on Saturdays)

Location: Tokyo-to, Shinagawa-ku Higashi Gotanda 1-13-12 ICHIGO GOTANDA BLDG.
2F/3F (JR Line - Gotanda Station / Asakusa Line - Gotanda Station)

Qualifications:

- The successful candidate will be enthusiastic and quick learner. He or she will be pro-active and able to follow instructions. Although the daily work at the Consulate-General is carried out in Portuguese, Spanish-speakers may be able to assist on several tasks.

- Please submit a cover letter with details of your skills/experience and suitability for the aforementioned role; and your CV (all in Spanish or Portuguese).

Website: http://www.consbrasil.org/
Temple University, Japan Campus

INTERNSHIP

at

Consulate-General of Brazil in Tokyo
在東京ブラジル総領事館

Consular Assistance Office

Job Responsibilities:

We are looking for one enthusiastic Spanish-speaking (Portuguese-speaking preferable) applicant to work as a Psychology intern at the Consulate-General of Brazil in Tokyo.

The roles will focus on assisting the Consulate-General's lead Psychologist on daily tasks related to the provision of counseling services for Brazilian nationals living in Japan. The job-holder will be managed by the lead Psychologist and will help organizing and preparing materials, handling counseling records and may also assist on counseling sessions. The job-holder may also be asked to assist other offices of the Consulate-General with tasks related to community services on an ad-hoc basis.

Number of Credits: 3 credits

Compensation: Unpaid. Travel costs will not be covered.

Dates, Days, Time: Mon, Tue and Fri 10:00 – 16:00

Location: Tokyo-to, Shinagawa-ku Higashi Gotanda 1-13-12 ICHIGO GOTANDA BLDG. 2F/3F (JR Line - Gotanda Station / Asakusa Line - Gotanda Station)

Qualifications:

- The successful candidate will be enthusiastic and quick learner. He or she will be pro-active and able to follow instructions. Although the daily work at the Consulate-General is carried out in Portuguese, Spanish-speakers may be able to assist on several tasks.

- Please submit a cover letter with details of your skills/experience and suitability for the aforementioned role; and your CV (all in Spanish or Portuguese).

Website: http://www.consbrasil.org/
ClassDo Inc is a Silicon Valley style technology startup, based in Tokyo.

As a ClassDo intern, you will be spending your time working on something that will have a significant, global social impact.

ClassDo is a technology startup, connecting teachers and students across 60 different countries through our unique platform. We are looking for interns to help us with developing and marketing the service. Expect a steep but rewarding learning curve, and lots of responsibility. Candidates must be self-starters, with good time management skills, and a keen interest in learning new things.

You will have REAL responsibilities.
We are looking at developing interns for future employment, and intend to prepare you for the long term.

Job Responsibilities:
- Help us with the development and execution of a global marketing plan
- Engage and interact directly with users from all over the world
- Create explanation materials (written, web and video media)
- Localization of our platform into many languages

Course/Credit: 3 credits (4 credits is also negotiable)
Compensation: For your hard work, we believe you should be compensated so the internship will include. **JPY 100,000 (incl transportation) + lunch is free.**
Exceed expectations: + year end bonus + a future job offer
Dates, Days, Time: Min 16 hours/week for 9 weeks. Working times negotiable.

Desired Skills:
- + Native English
- + Good writer (can explain difficult concepts succinctly)
- + Good people skills
- + Confident in approaching people
- + Basic Computers/Internet skills
- + Conversational Japanese
- + Fluent Japanese

Check us out: [http://ClassDo.com](http://ClassDo.com)

(like the 3 min animated video? This was created by previous interns)
Temple University, Japan Campus

**INTERNSHIP**

at

**Custom Media KK**

カストムメディア株式会社

**Client Services Department**

The TUJ student intern works in Department under the guidance of Sam Bird, Client Services Director

**Job Responsibilities:**

- High-end Residential Property and Luxury Brands Marketing Project
- Marketing Research (web, social media, video, print media)
- Report writing

**Number of Credits:** 3 credits

**Compensation:** 1000 yen per day plus transportation

**Dates, Days, Time:** Flexible, office hours are Monday – Friday 9:30am – 6:30pm

**Location:** Daiwa Azabudai Bldg. 6F, 2-3-3 Azabudai, Minato-ku
Nearest stations: Kamiyacho (Hibiya Line), Akabanebashi (Oedo Line)

**Qualifications:**

- None required. Interest in Marketing and/or Communications preferred.

Custom Media is an award-winning media, design and market entry agency specializing in innovative print and digital publishing—magazines, marketing, websites, apps, videos and communications.

http://custom-media.com/
The TUJ student intern works under the guidance of the Regional Finance Manager of Delta Air Lines, Asia Pacific.

**Job Responsibilities:**

- Work on multiple small financial projects that span Japan and the rest of Asia
  - Data analysis
  - Process analysis & enhancement
  - Communicate with the team throughout Asia & the US
- Learn about Airline and Hotel Finance
- Learn about doing business with a foreign company in Japan / Asia.

**Course Credit:** 3 credits

**Compensation:** 1,000 yen/hour

**Dates, Days, Time:** Flexible days and hours. About 10 hours per week, anytime Mon- Fri, 9am to 6pm.

**Location:** Delta Air Lines
Shiroyama Trust Tower, 16F
4-3-1 Toranomon, Minato-ku, Tokyo, 105-6016
Nearest Station: Kamiyacho (Hibiya Line, H5 – Exit 4b, 2 minutes)

**Qualifications:**

- Fluent in written & spoken English
  - Japanese isn’t necessary, but a plus
- General PC skills (Excel, Word, PowerPoint)
- Interest in Finance and in the travel & tourism industry
- Team player

**Delta Air Lines:** [http://www.delta.com/](http://www.delta.com/)

Delta Air Lines, Inc. provides scheduled air transportation for passengers and cargo in the United States and internationally. The company operates at airports in Amsterdam, Atlanta, Cincinnati, Detroit, Memphis, Minneapolis–St. Paul, New York-JFK, Paris-Charles de Gaulle, Salt Lake City, and Tokyo-Narita. It also provides aircraft maintenance, repair, and overhaul services for other aviation and airline customers, as well as offers staffing services, professional security and training services, and aviation solutions; vacation packages; and aircraft charters and aircraft management services. The company provides services to 342 destinations in 61 countries. As of February 6, 2012, it operated a mainline fleet of approximately 700 aircraft. The company was founded in 1924 and is headquartered in Atlanta, Georgia.
Temple University, Japan Campus

INTERNSHIP
at

designory.

the designory, DAS Marketing Services K.K.
the designory, DAS marketing Services 株式会社

Creative Department

The TUJ student intern works in General under the guidance of Project Manager

Job Responsibilities:
- Track production schedule and schedule internal meetings accordingly
- Organize and distribute creative assets to internal teams and clients
- Creating Creative Brief /Work-order in both Japanese and English
- Answer phones and route calls to specific people/department
- Thinking creatively to produce new ideas and concepts
- Developing interactive design
- Estimating the time required to complete the work and providing quotes for clients
- Assist in making presentations to client.
- Working with a wide range of media, including photography and computer-aided design (CAD)
- Working on layouts and artworking pages ready for print;

Number of Credits: 3-4 credits

Compensation: hourly wage/ 1,000yen
   Full reimbursement of transportation expense

Dates, Days, Time: Mon-Fri 9:00 – 18:00 Minimum of 2 days/wk or 10 hr/wk

Location: Toranomon Mori Bldg.30 4F, 3-2-2 Toranomon, Minato-Ku, Tokyo,
   The nearest stations: Tokyo Metro Ginza line, Toranomon station
   or Hibiya line, Kamiyacho station.

Qualifications:
- Currently pursuing or recently completed undergraduate degree in marketing,
  communications or advertising
- Creating Creative Brief /Work-order in both Japanese and English
- Answer phones and route calls to specific people/department
- Ability to multitask
- Japanese–English bilingual
- Proficient in Adobe InDesign, Photoshop, illustrator, Dream waver

Company description with URL
Designory is a global full-service marketing agency headquartered in Long Beach, California. There are 5 offices in 3 countries working on global brands such as Nissan, Subaru, Audi, Bosch, Hp and more. Designory is a member of the Omnicom Group, one of the largest communications companies in the world. Designory Tokyo was established in 2008 and has been working on Subaru global brands.
The marketing interns will have the opportunity to work side-by-side with agency professionals, participate in real-world assignments, and present work to the agency on real projects and client pitches. The Interns will mainly support the account/project management team with functional and administrative responsibilities associated with Subaru global marketing initiatives. URL: designory.com
Empire Entertainment Japan
Corporate Entertainment and Marketing Programs

The TUJ student intern will work with our producers and assistant producers as business needs dictate.

Job Responsibilities:
- Support Producers and Asst. Producers in creating proposals and with planning, managing and producing various events and marketing programs.
- Research target client and market information as well as searching for potential venues, acts, etc for events and marketing programs.
- Translation for sales materials, proposals etc. (E > J, J > E)
- Assistance with general office work (including but not limited to answering phones, data entry, filing, faxing, copying).

Course/Credit: credit
Compensation: ¥888/hour. Commutation allowance is not to be provided. Incidental expenses necessary for company business will be paid.

Dates, Days, Time: About 10-20 hours per week. Flexibility according to the student's classroom schedule.

Location: 4-2-6-1F Toranomon, Minato-ku, Tokyo. One minute from Kamiyacho St. (Hibiya Line). Six minutes from Roppongi Itchome St. (Namboku Line). Ten minutes from Toranomon St. (Ginza Line)

Qualifications: This position is suitable for an energetic person with interests in marketing and entertainment; fluent in Japanese and English; computer literate. Excellent organization skills and the ability to follow-up and complete tasks in a timely and responsible manner.

Description of company/organization:
- Empire Entertainment Japan ( www.empireentertainment.com ) is the Tokyo office of a leading corporate entertainment company based in New York.
- Empire Entertainment is a dynamic, full-service event production company that conceptualizes designs and executes entertainment-driven projects for corporations, associations, charities, and private interests.
- Empire's expertise in entertainment spans multiple genres, and the company has an exceptional track record in identifying, negotiating, securing, and producing name and emerging talent in the areas of Music, Comedy, Variety, Public Speaking and Theater.
- Empire Entertainment counts as its core customers many Fortune 500 companies and a range of communications companies consisting of major ad agencies, PR firms, event marketing and promotion firms.
Temple University, Japan Campus

INTERNSHIP

at

EnAble Japan
enablejapan.com

Production Intern

EnAble Japan is looking for a creative and highly self-motivated intern who is interested in pursuing a career in production. Though demanding, this position gives you firsthand experience in both filming/editing and in project management - all while exploring the best of Tokyo's nightlife, shopping and dining. At the end of the internship, you'll have multiple published video clips to add to your portfolio. The TUJ student intern works on enablejapan.com under the guidance of Joe Ogata.

Job Responsibilities:

- Filming footage to promote shopping, dining and nightlife attractions in Tokyo.
- Editing video footage for YouTube delivery.
- Identifying and implementing strategies for using video to promote enablejapan.com.
- Work with EnAble Japan's project manager to plan future video content.

Course/Credit: 3-4 hours

Compensation: expenses (including lunch & transportation)

Dates, Days, Time: Flexible, with a minimum of 2-3 days/wk or 10-20 hr/wk

Location: nearest station: Ebisu station

Desired Skills:

- Self-confidence, independence and initiative
- Ability to work under pressure and meet deadlines
- Willingness to meet new people and conduct interviews in English
- Experience with Adobe Premiere or Final Cut Pro
- Knowledge of and experience with YouTube & video streaming
- Ability to take quality photos and videos

Note: This position gives you the freedom to explore different ways to visually convey information to our growing audience. This means that you will be required to actively participate in coming up with ideas for both new video content and ways to promote it. This project has an extremely small staff, meaning you will need to be able to work without being micromanaged. If you're looking to take an active role and have your input heard, this internship is a great opportunity.

EnAbleJapan.com is a new, up-and-coming website that provides English-language listings and information for English-speakers in Japan. We aim to be the most comprehensive and searchable resource for all things Tokyo. Our site contains information on everything from nightlife to shopping to housing.

EnAble Japan is a part of TMJ Japan. TMJ Japan is a Human Resources Enterprise with both translation and consulting services available. Helmed by a former employee of a major American consulting firm in Japan, TMJ Japan has absorbed the corporate DNA of its predecessor, and provides wide-ranging support for our Client's global business processes. We bring innovations to our clients in qualitative and quantitative values, using the latest in sophisticated consulting methodologies. Our CEO has transformed several small websites into successful businesses; including number one site, goal.com/jp.

More info: www.tmjapan.co.jp www.enablejapan.com
EnAble Japan is looking for a creative and highly self-motivated intern who is interested in helping us become Tokyo’s #1 tourism website. We have a small team, so while your primary focus will be on social media management, you also have the opportunity to experience a variety of roles including production assistant, photographer, and content writer if you are interested.

The internship is demanding, but in return you will be given the freedom to offer input and have a direct role in shaping our future promotional strategies. The TUJ student intern works on enablejapan.com under the guidance of Joe Ogata.

Job Responsibilities:
- Maintaining Twitter, Facebook, Pinterest and Google+ accounts
- Developing a social media marketing strategy to increase followers
- Tracking social media analytics
- Networking

Course/Credit: 3-4 hours
Compensation: expenses (including lunch & transportation)
Dates, Days, Time: Flexible, with a minimum of 2-3 days/wk or 10-20 hr/wk
Location: nearest station: Ebisu station

Skills:

Necessary:
- Adaptability, independence and initiative
- Ability to work under pressure and meet deadlines
- Strong interest in Tokyo’s shopping, dining and nightlife
- Familiarity with the advantages and disadvantages of the various social media platforms
- Willingness to meet new people for both networking and interview purposes

Desirable:
- Experience with Hootsuite
- Ability to take quality photos & write articles

EnAbleJapan.com is a new, up-and-coming website that provides English-language listings and information for English-speakers in Japan. We aim to be the most comprehensive and searchable resource for all things Tokyo. Our site contains information on everything from nightlife to shopping to housing.

EnAble Japan is a part of TMJ Japan. TMJ Japan is a Human Resources Enterprise with both translation and consulting services available. Helmed by a former employee of a major American consulting firm in Japan, TMJ Japan has absorbed the corporate DNA of its predecessor, and provides wide-ranging support for our Client’s global business processes. We bring innovations to our clients in qualitative and quantitative values, using the latest in sophisticated consulting methodologies. Our CEO has transformed several small websites into successful businesses, including number one site, goal.com/jp.

More info:  www.tmjapan.co.jp  www.enablejapan.com

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Fusion Systems

The TUJ student intern works in the IT Help Desk Department under the guidance of the General Affairs Manager/Internal Recruiter. Main duties are supporting the various activities of the IT Help Desk team, this would include researching product details, inventory management, basic network configurations, creating support documentation and support manuals, basic testing of software and hardware, help desk support, document translation, and client visits.

If you are studying general business, office administration, or a related major and truly desire an opportunity to learn practical hands-on skills in a multicultural environment then Fusion Systems is the company you have been looking for. We offer a very good and open working environment with great people who will be there to help answer questions and offer their guidance along the way. If you believe this is the opportunity for you please send a cover letter outlining your goals and how you believe an internship at Fusion Systems will assist you to achieve them.

In this role you will have the opportunity to:

- Gain exposure to the hi-tech industry as part of a growing Asia-focused technology solutions company.
- Experience working with the industry’s finest professionals and learn what it takes to become one.
- Learn the specific sales, marketing, and offices administration/recruiting related tasks that are needed in a successful organization.
- Contribute ideas and speak openly with team members throughout the company.

*Exceptionally dedicated students may be considered for full-time jobs*

Course/ Credit: Credit

Compensation: Transportation fee will be reimbursed

Dates, Days, Time: Flexible, minimum of 2 days / week or 16 hours / week, Monday – Friday 9:00AM – 6:00PM

Qualifications:

- Excellent communication skills with fluency in either English or Japanese. Fluency in reading and writing Japanese would be a plus.
- Basic PC skills for general office duties [ MS Word, Excel, Outlook, PowerPoint]
- Dependable with a strong desire to learn.

Fusion Systems is one of Asia’s fastest growing technology consulting firms recognized as a leader in IT solutions and consulting with offices in Tokyo, Shanghai, and Hong Kong. Our highly capable consultants provide project management, advising, design, implementation, and on-site support services within the region. Fusion Systems is positioned to dynamically respond to changing market conditions and leverage them to deliver exceptional service and value to our clients.

www.FusionSystems.co.jp

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The intern will work with the corporate communications department and support the day-to-day operations of the department. His/her responsibilities will include:

- Collateral development (press releases, talking points, internal employee stories etc.)
- Digital and social media content development
- Translation
- Research
- Event planning and support
- Special project – to be determined with the manager based on both individual interest and business needs

Course/Credit: 3-4 hrs

Compensation: Transportation

Dates, Days, Time: Monday - Friday (9:00 – 17:30); Minimum of three days per week

Location: Akasaka Park Building, 5-2-20 Akasaka, Minato-ku Tokyo, 107-6114 (Nearest Station: Akasaka Station, Tokyo Metro)

Qualifications:

- Excellent verbal, reading and writing skills in Japanese and English
- Self-starter
- Strong team player
- Positive
- Quick learner
- Ability to work and influence at all levels of the organization

GE (NYSE: GE) imagines things others don’t, builds things others can’t and delivers outcomes that make the world work better. GE brings together the physical and digital worlds in ways no other company can. In its labs and factories and on the ground with customers, GE is inventing the next industrial era to move, power, build and cure the world. http://www.ge.com/jp/
Temple University, Japan Campus
INTERNERSHIP OPPORTUNITY AT:

IBM Japan
日本アイ・ビー・エム株式会社

Demand Programs, Marketing & Communications

The TUJ student intern will work under the guidance of Catherine Solazzo, Director of Demand Programs.

Job Responsibilities:
• Innovative Thinking!
• Teaming
• Social Media Channel Management
• Research & Analytics-Based Analysis
• Interviewing & Blogging
• Written & Verbal Communication Skills (Presentation Skills)
• Digital Marketing/Viral Marketing
• Onsite Event Support & Planning

Course/Credit: 3-4 hrs
Compensation: Transportation between TUJ and IBM office, 1,500 yen a day internship support fee
Dates, Days, Time: Mon-Fri 9:00 - 17:36 Minimum of 3 days/wk
Location: 19-21, Nihonbashi Hakozaki-cho, Chuo-ku, Tokyo, Suiteng- mae/Kayaba-cho Station

Qualifications:
• Social Media Expertise (Ex. Twitter, Facebook, Wordpress, YouTube etc.)
• Written and Verbal Communication
• English and/or Japanese Language
• Proficiency in Excel, PPT, Word

http://www-01.ibm.com/software/jp/
International Business Machines (IBM) is the world's top provider of computer products and services. Among the leaders in almost every market in which it competes, the company focuses primarily on its growing services business, which accounts for more than half of sales. While IBM made its name in computer hardware, the company's information technology, business services, and software units are now among the largest in the world. The company is also one of the largest providers of semiconductors, and its computing hardware legacy lives on in the form of its industry-leading enterprise server and data storage products lines. IBM serves customers globally across most industries.
Temple University, Japan Campus

**INTERNSHIP**

**imageMILL**

**Creative**

The TUJ student intern works under the guidance of Richard Grehan

**Job Responsibilities:**
- Assist the creative director in his duties
- Basic editing of video footage
- Graphic design of various projects from websites to advertising
- Assist the creative director on film shoots (lighting, sound, camera, organization)
- Basic translation and interpretation
- Learn to work in various software packages – Photoshop, Premier, Illustrator, InDesign, Final Cut Pro, Aftereffects, Fireworks, etc
- Help create presentations
- Research concepts and background project information
- Assist on photo shoots

**Course/Credit:** 3-4 hrs

**Compensation:** transportation fees covered

**Dates, Days, Time:** Mon-Fri 9:00 – 17:30 Minimum of 2 days/wk

**Location:**
Jingumae 3-38-11, Shibuya, Tokyo
Harajuku New Royal Building 703, 150-0001

Nearest station – Gaienmae

**Qualifications:**
- Design or creative education (Graphic design, web design, photography, film making, advertising)
- High level of creative thinking
- Self-motivated
- Bilingual (Japanese and English) is a plus

*This position could potentially lead to a full-time job.*

Richard Grehan is a creative Director with over 20 years of award-winning experience in managing high-profile, 360 branding and advertising productions, including print, video and interactive. Also an artist with a passion for new technology, always pushing the envelope to find new ways to excite and entertain audiences, while communicating important concepts and ideas.

http://www.imagemill.jp
Temple University, Japan Campus

**INTERNSHIP**

(imageMILL)

**imageMILL**

Project coordinator

The TUJ student intern works under the guidance of Richard Grehan

**Job Responsibilities:**
- Assist the creative director and producer in their duties
- Administration
- Project coordination
- Social media
- Assist the creative director on film and photo shoots
- Basic translation and interpretation
- Help create presentations
- Research concepts and background project information
- There is opportunity to work on more creative work depending on interns skills, such as graphic design, editing, social media

**Course/Credit:** 3-4 hrs

**Compensation:** transportation fees covered

**Dates, Days, Time:** Mon-Fri 10:00 – 18:30 Minimum of 2 days/wk

**Location:**
Jingumae 3-38-11, Shibuya, Tokyo
Harajuku New Royal Building 703, 150-0001

Nearest station – Gaienmae

**Qualifications:**
- Marketing, Business or PR qualification
- Design or creative education a bonus
- High level of creative thinking
- Highly organized and good planner
- Self-motivated
- Bilingual (Japanese and English)

*This position could potentially lead to a full-time job.*

Richard Grehan is a creative Director with over 20 years of award-winning experience in managing high-profile, 360 branding and advertising productions, including print, video and interactive. Also an artist with a passion for new technology, always pushing the envelope to find new ways to excite and entertain audiences, while communicating important concepts and ideas.

**http://www.imagemill.jp**
Temple University, Japan Campus

innovative language learning

Graphic Design Internship

Build your portfolio with a variety of work!

Successful Businesses have always been associated with great design. Get ready for the demands of an online marketing department by doing a variety of projects.

Potential Work:

- E-book design
- Marketing E-mail Graphic Design
- Facebook, Youtube, Twitter Graphics Design
- Youtube Video Graphics
- IPhone application graphics
- Banner Ads

Course/Credit: credit.

Compensation: Transportation paid.

Dates, Days, Time: Office Open from Monday – Friday, 9am – 8pm. Flexible hours.

Location:
2 Stops from Azabu-Juban Station! Access via Marunouchi, Ginza and Chiyoda lines as well.
〒107-0052 東京都港区3-4-4 赤坂 1F 錦修赤坂ビル
Directions via Google Maps: http://Innovativelanguage.com/contactus

Qualifications:
- Punctual, efficient worker
- Adobe Photoshop, InDesign, Fireworks and Illustrator proficiency
- Motivated, independent worker

Innovative Language Learning is an on-demand language training company that utilizes cutting-edge, user friendly technology to bring daily lessons to a worldwide listening base. Since its founding in December of 2005, the Innovative Language Learning family of sites has grown exponentially with over 115 million downloads and 380 language-learning Apps in the iTunes Store. http://www.innovativelanguage.com
Temple University, Japan Campus

innovative language learning

Online Marketing & SEO Internship

Magazines are going bankrupt, Commercial revenue is down and Newspapers everywhere are shutting down print. Meanwhile, online advertising is BOOMING - learn what marketing in the future means in a Tokyo-based Web 2.0 startup!

The TUJ student intern works in the Marketing and PR department under the guidance of the marketing & products manager working on affiliate marketing programs, search engine optimization, blogs, direct e-mail marketing and other online marketing strategy.

Job Responsibilities:

- Blogging
- Direct E-mail & Mail Marketing
- Social Media Use (Twitter, Facebook, Youtube)
- Google Research
- Affiliate Marketing Research

Course/Credit: credit.

Compensation: Transportation paid.

Dates, Days, Time: Monday – Friday, 9am – 10pm. Minimum of 2 days/week or 10 hr/week.

Location:
2 Stops from Azabu-Juben Station! (Nanboku-line)
Access via Marunouchi, Ginza and Chiyoda lines as well.
〒107-0052 東京都港区3-4-4 赤坂 1F 専修赤坂ビル
Directions via Google Maps: http://innovativelanguage.com/contactus

Qualifications:

- Punctual, efficient worker
- HTML / CSS knowledge
- Any language skills or linguistics knowledge a plus
- Motivated, independent worker comfortable with deadlines

Innovative Language Learning is an on-demand language training company that utilizes cutting-edge, user friendly technology to bring daily lessons to a worldwide listening base. Since its founding in December of 2005, the Innovative Language Learning family of sites has grown exponentially with over 95 million downloads. http://www.innovativelanguage.com
Temple University, Japan Campus

innovative language learning

Video Production Internship

Make videos for a global audience!

Develop your international reach at the company behind JapanesePod101.com!

Build experience in the following areas:

- Filming high definition footage on location and in a studio environment
- Editing high definition footage for web delivery
- Creating motion graphics to support live-action footage
- Compiling elements from a variety of sources into templates
- Coordinating with a multi-cultural staff to create products in multiple languages

Hone your skills with Innovative Language Learning, a world leader in language education!

Course/Credit: credit.

Compensation: transportation paid.

Dates, Days, Time: Office Open from Monday – Friday, 9am – 8pm. Flexible hours.

Location:
2 Stops from Azabu-Juban Station!
Access via Marunouchi, Ginza and Chiyoda lines as well.
〒 107-0052 東京都港区 3-4-4 赤坂 1F 信信赤坂ビル
Directions via Google Maps: http://innovativelanguage.com/contactus

Qualifications:
- Ability to work on a deadline
- Desire to seek the bigger picture in the details
- Punctuality and reliability
- Experience with Final Cut Studio a plus
- Experience with Photoshop, Illustrator, and After Effects a plus

Innovative Language Learning is an on-demand language training company that utilizes cutting-edge, user friendly technology to bring daily lessons to a worldwide listening base. Since its founding in December of 2005, the Innovative Language Learning family of sites has grown exponentially with over 115 million downloads and 380 language-learning Apps in the iTunes Store.

http://www.innovativelanguage.com
Temple University, Japan Campus

**INTERNSHIP**

At

![i3DESIGN Logo]

**i3design**
株式会社 アイスリーデザイン
meetsource.com

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**Promotion Intern**

i3design is looking for a self-motivated intern with good communication skills for our new project - a website ([www.meetsource.com](http://www.meetsource.com)) for buying and selling application code. The website is a ‘market place’ for application developers, who can upload their application code to sell it. On the other hand, buyers can choose the application they like, re-skin it and sell as a new product. There are similar platforms existing.

Your job will be to contact developers of those similar platforms and introduce new service to them, so that they also upload code to meetsource.

The TUJ student intern works on i3design.jp under the guidance of Yoichiro Shiba.

**Job Responsibilities:**

- Contacting application developers to promote meetsource.com.
- Recruiting developers, who will upload their code to the web-site.
- Replying to inquiry e-mails from meetsource.com users in English.
- Communicating with English speaking customers by phone.

**Course/Credit:** 3-4 hours

**Compensation:** expenses (including lunch & transportation)

**Dates, Days, Time:** Flexible, with a minimum of 2-3 days/wk or 10-20 hr/wk

**Location:** nearest station: Shibuya station
Address: Verde Aoyama 2F 2-6-12 Shibuya Tokyo 150-0002

**Desired Skills:**

- Self-confidence, independence and initiative
- Good communication skills
- Interest in promoting web-site
- Willingness to talk to new people

**Note:** This position will require your active participation in promotion of the website. This means you are expected to be willing to contact people you’ve never met before and introducing the service to them. You will have to be polite and patient with future customers.

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**About the company**

i3DESIGN is a team of specialists providing a one-stop solution for the entire development cycle, including prototype development for app development, UI design for optimized website development, engine for optimized website development, CRM-push delivery engine, cloud-based infrastructure support (including AWS and NIFTY Cloud), app promotion, and usability evaluation.

i3DESIGN team of directors, design, UI/UX, and technical professionals works as a whole to develop best smartphone sites.

Our website: i3design.jp

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INTERNSHIP

at

Japan Philanthropic Association
社団法人日本フィランソロピー協会

事業グループ

The TUJ student intern works in the organization under the guidance of job leader(s). The details of job responsibilities may be modified under his/her interests and business conditions.

Job Responsibilities:
- Research U.S. and other countries NPOs or foundations to find best practices on donations, promoting voluntary activities.
- Research on companies CSR activities and find the prospects of corporate members.
- Data analysis on our programs, seminars, and questionnaire survey.
- Support to create database. (Sales activities, NPO list etc)
- Assist project execution. (Projects may be decided according to intern's ability and interest)

Course/Credit: 3 credit

Compensation: transportation from home to our association. (Up to ¥1,500 per day)

Dates, Days, Time: Mon-Fri 9:30 – 17:30 (Alterable)
Minimum of 2 days/wk or 14 hr/wk

Location: #244 Shin-Otemachi Bld. 2-2-1 Otemachi, Chiyoda-ku, Tokyo

Qualifications:
- Fundamental PC skills (Internet, Word, PowerPoint, Excel)
- Good research and analytical skills
- English essential, at least basic Japanese skills appreciated
- Familiar on SNS tools desirable
- The experience of some volunteer activities, and interests on philanthropic activities, desirable

Japan Philanthropic Association (JPA) is founded in 1963 as a Japan’s leading organization which encouraging corporate contribution and individual participation in philanthropic activities. JPA has more than 100 high profile corporate supporters.
Our activities are 1) Seminars/Workshop, 2) Publication 3) Award programs, 4) Consultation services, 5) Assistance project on company's CSR activities.

www.philanthropy.or.jp (Japanese only)
Temple University, Japan Campus

INTERNERSHIP

at

Japanime Publishing

The TUJ student intern works under the guidance of the company director.

Job Responsibilities:

- Assist in the publication of English-language educational manga
- Research trends in the international manga and anime industry
- Post to company's Twitter feed, Facebook page and other social networking sites
- Participate in the coordination of manga workshops

Course/Credit: 3-4 hours credit

Compensation: Transportation

Dates, Days, Time: Minimum 10 hours/week; time and days flexible

Location: 3-31-18 Nishi-Kawaguchi, Kawaguchi-shi, Saitama-ken 332-0021 (A five-minute walk from Nishi-Kawaguchi Station on the JR Keihin-Tohoku Line. About 1 hour from Temple University's Azabu Hall)

Qualifications:

- Solid English writing and communication skills (Japanese fluency a plus, but not essential)
- Basic PC skills
- Creative and self-motivated
- Comfortable working in small groups
- Familiarity with social networking sites such as Facebook and Twitter
- Knowledge of (and a keen interest in) anime and manga a BIG plus

Japanime Yugengaisha is Japan's leading publisher of English-language educational manga.

Our award-winning publications include the "Kanji de Manga" language-learning series; the critically acclaimed "Samurai Confidential" illustrated history book; fan favorites such as "Manga Moods," "Manga Sisters" and "Moe USA"; and "The Manga Cookbook," which has become one of the best-selling English-language Japanese cookbooks in the world.

We also conduct workshops and seminars that teach aspiring artists how to draw manga and offer them the opportunity to have their illustrations critiqued by professional Japanese manga artists.

For more information, visit us at http://www.howtodrawmanga.com
Follow us on Twitter at http://www.twitter.com/mangauniversity
Become our friend on Facebook at http://www.facebook.com/mangauniversity
Watch our videos on YouTube at http://www.youtube.com/mangauniversity
Temple University, Japan Campus

**INTERNSHIP** at

**The Japan Times**

生活・文化部

**Life & Culture Division**

The TUJ student intern will work in Life & Culture Division under the guidance of Manager Edan Corkill.

**Job Responsibilities:**

- Researching and compiling weekly music, film, art and TV guides
- Helping editors source and obtain permission to use images to accompany articles and fact-check articles
- Writing short articles in English about upcoming artistic or cultural events
- Depending on your aptitude, reporting and writing your own articles for publication

**Course/Credit:** 3 credits

**Compensation:** transportation between intern's place of residence and Japan Times office only

**Dates, Days, Time:** Flexible; any weekdays, between 10:00-19:00; minimum 10 hr/wk, minimum 3 hr/day

**Location:** JR Yamanote Line, Tamachi Station

Address: 4-5-4 Shibaura, Minato-ku, Tokyo

**Qualifications:**

- A strong interest in journalism and contemporary popular culture in Japan
- Familiarity with cloud-based applications (Google Docs, etc)
- Preferably, bilingual Japanese/English ability
- Strong organizational skills and self-discipline

The Japan Times is the nation's oldest and most widely read English-language newspaper. Now 116 years old and distributed nationwide, it serves members of the Japanese community who are able to or interested in communicating in English and foreign residents in Japan or readers overseas who are interested in Japan. The newspaper strives to be both a hub for the local community and an authoritative source of information about Japan.

www.japantimes.co.jp
Temple University, Japan Campus

INTERNSHIP at

The Japan Times

Digital Enterprise Division

The TUJ student intern works in the Digital Enterprise Department of The Japan Times, under the guidance of Manager Mark Thompson.

Job Responsibilities:

- Collaborating on content creation for company's websites, primarily The Japan Times website. (Content depends on applicant's language fluency.)
- Assisting with promotion on social media
- Story/presentation-related research

Course/Credit: 3 credits

Compensation: transportation only (when commuting straight from home).

Dates, Days, Time: Flexible; any weekdays, between 11:00-19:00; minimum 12 hr/wk, minimum 4 hr/day

Location: JR Yamanote Line, Tamachi Station
Address: 4-5-4 Shibaura, Minato-ku, Tokyo

Qualifications:

- Strong interest in digital media, social media, online journalism
- Interest in Japan-related trends, news
- Job responsibilities will vary according to language competency.
- Need strong attention to accuracy, details, plus strong organizational skills
- Familiarity with software related to creating digital content and social media (Google Apps, Wordpress, Twitter, Hootsuite, etc.)

The Japan Times is the nation's oldest and most widely read English-language newspaper. It strives to be an authoritative source for information about Japan as well as a hub for local communities. The digital enterprise department is keen to promote more interaction with domestic and overseas readers and explore the possibilities of new media.

www.japantimes.co.jp
Temple University, Japan Campus

INTERNSHIP

at

JapanTravel.com

JapanTravel K.K.
ジャパン・トラベル株式会社

The TUJ student intern works under the guidance of the Sales and Marketing Departments. The intern will not be expected to perform sales calls, but this internship could transition into a full-time Sales or Project Management position based on attitude and performance.

Job Responsibilities:
- Assist with fulfillment of sales projects and assist as a Project Manager
- Assist with the preparation and delivery of training materials and presentations
- Seek and analyze competitor sales and marketing materials both on and offline
- Receive hands-on training and provide operational support for multiple departments
- Enter information into contact management systems and research potential clients

Number of Credits: 3-4 credits

Compensation: Transportation costs covered up to JPY 1000 / day with receipts

Dates, Days, Time: Mon-Fri 9:30 – 18:30
Minimum of 2 days/week (more availability preferred)

Location: Roppongi OG Bldg. 4F 1-3-4 Nishi-azabu, Minato-ku 106-0031 Tokyo
3 minutes walk Roppongi Station
5 minutes walk Nogizaka Station

Qualifications:
- English – business level, Japanese – fluent level (JLPT 1 preferred)
- Prefer experience in travel industry and web related services
- Sales and marketing knowledge a plus
- Self-motivated with good communication skills

This internship could potentially lead to a full-time job.

JapanTravel.com is the leading resource for Japan travel information and the primary destination for visitors and tourists traveling to Japan.

Built upon a model that rewards our growing network of 50 regional partners and 7,000 contributors across 12 languages, we have emerged as both the largest and fastest-growing Japan travel website in the Japan.

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INTERNSHIP

at

JapanTravel K.K.

The TUJ student intern works under the guidance of the Marketing, Community and Content Departments.

Job Responsibilities:
- Assist in campaign management, SEO, material creation, branding activities and more with the Marketing Department
- Assist with new product marketing and product launch testing
- Receive hands-on training and provide operational support for multiple departments
- Seek and analyze competitor marketing materials both on and offline
- Provide support to social media efforts across multiple networks
- Assist the Community Manager with recruiting and maintaining a growing network across Japan and worldwide in over 12 languages

Number of Credits: 3-4 credits

Compensation: Transportation costs covered up to JPY 1000 / day with receipts

Dates, Days, Time: Mon-Fri 9:30 – 18:30
Minimum of 2 days/week (more availability preferred)

Location: Roppongi OG Bldg. 4F 1-3-4 Nishi-azabu, Minato-ku 106-0031 Tokyo
3 minutes walk Roppongi Station
5 minutes walk Nogizaka Station

Qualifications:
- English – business level, Japanese – business level
- Prefer experience in travel industry and web related services
- Sales and marketing knowledge a plus
- Self-motivated with good communication skills

This internship could potentially lead to a full-time job.

JapanTravel.com is the leading resource for Japan travel information and the primary destination for visitors and tourists traveling to Japan. Built upon a model that rewards our growing network of 50 regional partners and 7,000 contributors across 12 languages, we have emerged as both the largest and fastest-growing Japan travel website in the Japan.

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INTERNSHIP

at

Kanagawa Sohgo High School
（神奈川県立神奈川総合高等学校）

The TUJ student intern works under the guidance of Foreign Language Department of Kanagawa Sohgo High School.

**Job Responsibilities:**

- To help Japanese English teachers to teach English in the form of team-teaching as a teaching assistant.
- To discuss global issues with students in the Global Studies course.
- To create and execute marketing initiatives.
- To organize and implement an English cafe, where each Japanese participant is expected to be immersed in an English environment in order to improve their speaking skills.
- To proofread English essays or homework assignments written by Japanese high school students.

**Course/Credit:** 3 Credits

**Compensation:** No hourly wage or transportation

**Dates, Days, Time:** Mon-Fri 9:00 – 17:30 Minimum of 2 days/wk

**Location:**

Hirakawacho, Kanagawa-ku, Yokohama
Nearest stations are Higashihakuraku (Toyoko Line), Higashikanagawa (JR line)

**Estimated train travel time/cost (one way):**
From Shibuya: 30 minutes/270 yen
From Itabashikuyakushomae (women’s dorm): 75 minutes/590 yen
From Hiyoshi (men’s dorm): 15 minutes/200 yen

**Qualifications:**

- No qualifications are needed. Motivation and interest in English education are strongly required.

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INTERNSHIP

Katase-Nozomi Kindergarten
(Part of the Katase Church, United Church of Christ in Japan)

Job Responsibilities:
- Assist in the Kindergarten classrooms under the supervision of the teaching staff.
- Assist staff supervising the children during playtime.
- Assist with children’s activities.
- Assist in teaching educational materials.

Course/Credit: 3-4 credit hours

Compensation: No compensation for interns (Only transportation fee)

Days, Time, Conditions: 3 days a week from roughly Jan. 13th to Mar. 16th. Our hours are 8:30 am to 4:30 pm, Monday through Friday. Flexibility during exam periods. Interns may choose the hours to work between 8:30 am – 4:30 pm.

Location: Katase-Nozomi Kindergarten (Katase-Nozomi Youchien) 4-3-14 Katase
Fujisawa-shi Kanagawa 251-0032 (Shounan-Kaigan-Kouen Station, Enoden Line)

Qualifications:
- Students with an interest in early childhood education and child psychology.
- Japanese conversation skill is required.
- Flexibility and good social skills are required.
- Must like playing with children.

Katase-Nozomi Kindergarten is a Christ Church's Kindergarten for students in pre-school up to Grade 8. Katase is near Enoshima and Kamakura and also Shounan beach. We are asking for interns who love children and have an interest in encountering Japanese culture, to assist with the kindergarten classes.
See HP: katase-church.sakura.ne.jp (Japanese)
Kobe Motor Company
神戸モーターカンパニー有限会社
Sales/Administration/Marketing/Communication Department

The TUJ student intern works in Sales/Admin/Marketing/communication department under the guidance of the business development manager.

Job Responsibilities:
- Assisting in the LIVE AUCTION BIDDING
- Handling documents of purchased vehicles
- Participating in sales meetings
- Assisting the business development manager

Course/Credit: 3 hrs
Compensation: 500 Yen/hour + transportation
Dates, Days, Time: Mon-Fri 10:00 – 17:30 (Flexible) Minimum of 2 days/wk or 10 hr/wk
Location: Kobe Motor Bldg. 1F, Kozukue-cho 18-9, Kohoku-ku, Yokohama-Shi, Kanagawa-ken 222-00036. Closest station: Kozukue Station (Yokohama Line)
Qualifications:
- Positive, ambitious, team player
- Interest in communications, design, and website enhancement

*This position could potentially lead to a full-time job.*

Welcome to Kobe Motor Company. For more than a decade now we have been exporting high quality Japanese used vehicles including cars, bus, trucks and machinery/cranes to Russia, Caribbean, South America, Africa, and South Asia at competitively low prices. We have expanded and grown to continuously export more than 1000 vehicles a month worldwide serving to well over 35 countries in 5 different continents, now a truly global company.

URL: www.kobemotor.com
Temple University, Japan Campus

INTERNSHIP

at

LIFE.14

Photo Production LIFE.14

フォト プロダクション ライフ14

The TUJ student intern works under the guidance of Antony Tran

Job Responsibilities:

- Assist the director in his duties both in studio and location
- SNS, blog and website content creation, posting and monitoring
- Help with marketing programs (research target clients, write PR material etc.)
- Assist the main camera-person in his/her duties during photo/video shoots (camera gear, lighting equipment etc.)
- Learn and assist on post-production (selecting and editing of photo/video footages)
- Learn and assist on general office work (basic accounting, classifying invoices etc.)

Number of Credits: 3 credits

Compensation: Transportation fees covered within the Tokyo area

Dates, Days, Time: About 10-20 hours per week.
Flexible according to the student's schedule

Location: 2F Kitagami bldg 3-7-10 Irfune Chuo-ku Tokyo
3min from Shintomicho (Yurakucho metro line) / 7min from Tsukiji (Hibiya metro line)

Qualifications:

- Creative, optimistic, and highly self-motivated with a strong interest in learning about making a viable and sustainable business in photography and videography.
- Proficient or interested in learning about camera work and Adobe Creative Suite
- Native in either Japanese or English
- Preference will be given to applicants with student portfolios in the field of arts and writing or body of marketing related work

www.photolife14.com
www.facebook.com/photolife14

LIFE.14 is a photo and video production company. Our team of camera-persons are not only artists but also highly skilled professionals devoted in crafting lasting images.

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INTERNSHIP
at
Lumina Learning Asia
(Intrapersona KK)

The TUJ student intern works in the Lumina Learning Asia office under the guidance of the Partner.

Job Responsibilities:
- Prepare materials for client workshops
- Maintain CRM database
- Industry and sales research
- Translation (depending on language skills)
- Help designing/laying out brochures (using PPT and/or Illustrator)
- Research and write articles for newsletter
- Provide general support to the Lumina Asia team

Course/Credit: Credit

Compensation: Unpaid. Transportation and lunch (¥1,000, if in office all day) will be covered. Free Lumina Spark Portrait and invitation to attend selected public events.

Dates, Days, Time: Minimum of 10 hr/wk.

Location: 2F Inui Heim, 61 Yakuoji-cho Ichigaya, Shinjuku-ku. Nearest stations: Ushigome-Yanagicho (Oedo line), Akebonobashi (Shinjuku line)

Qualifications:
- High level of proficiency in Microsoft Office (especially PowerPoint), preferably with experience of using Mac OS X.
- Ability to speak, read and write English and Japanese to at least intermediate level.
- Interest in Business Psychology or corporate Learning & Development (e.g. Leadership Training) is a plus.
- Skills in design (Illustrator) and video editing (iMovie) and social media (Twitter, Facebook etc) are very welcome

About Lumina Learning Asia (Intrapersona KK)
www.luminalearning.com
Lumina Learning is a UK-based company developing psychometric assessment tools (personality tests) and training programmes used by consultants, facilitators and coaches in organisations around the world. In Japan, we provide bilingual leadership, teamwork and diversity training to major global companies such as Novartis Pharma, Coca-Cola, GE, Microsoft and American Express. We are a small office with a fun, informal environment where you will have many chances to learn about corporate training and the challenges of running a entrepreneurial business.
Loader University, Japan Campus

**INTERNSHIP**

at

**METROPOLIS**

Japan Partnership Inc.

A Japan Partnership Inc. internship enables TUJ students to become familiar with multimedia and communications techniques, journalism, design, sales, marketing and promotion in a multi-national environment. It enables them to put into practice, in a real-life environment, their theoretical knowledge and skills, and to grasp the structure and functioning of a media and marketing organization. The TUJ student intern has the opportunity to work in any number of sections in the organization under the guidance of the section manager.

**Job Responsibilities:**

- General office duties and support work relevant to media and communications
- Editorial contribution (depending on writing skills)
- Print and online design
- Copy-editing, proofreading, fact checking and media related research
- Data entry
- Translation (depending on Japanese capability)

**Course/Credit:** 3-4 credits

**Compensation:** Transportation allowance under certain conditions

**Dates, Days, Time:** Flexible between Mon-Fri 9:30 – 18:30 Minimum of 10 hr/wk

**Location:** 8F Nishi-Azabu Sonic Bldg, 3-2-12 Nishi-Azabu, Minato-ku, Tokyo 106-0031, Nearest stations – Roppongi (Hibiya and Oedo lines)

**Qualifications:**

- Dependant on the areas within which the intern will work. For example, for the Editorial department, the intern’s writing and attention to detail skills would be most advantageous
- Japanese and English language capability are both required

Japan Partnership Inc.

- [http://www.japanpartnership.com](http://www.japanpartnership.com)
- [http://www.metropolisjapan.com](http://www.metropolisjapan.com)
- [http://www.japantravel.com](http://www.japantravel.com)
- [http://www.metrohomes.jp](http://www.metrohomes.jp)
- [http://www.metrodining.jp](http://www.metrodining.jp)

Japan Partnership (JP) is a company that focuses on media, marketing and communication. The company publishes the renowned and very popular lifestyle publication, Metropolis
Temple University, Japan Campus

INTERNSHIP

@ Minato City

Community Promotion Section,
Global Community Planning Subsection

The intern will work within the Minato City’s Industry and Community Promotion Support Department, Community Promotion Section, Global Community Planning Subsection and engage in the below activities related to the city’s promotion of internationalization. Within the city office, there are many opportunities to interact with Minato City residents and staff from other sections. For this reason, we are looking for a foreign intern with the ability to communicate smoothly in Japanese.

Job Responsibilities:
- Research of the actual situation of organizations, schools, and communities mainly consist of foreign people, in order to build a network of those people with the City
- Translating and proofreading of the brochures of “Information for Foreign Residents Living in Minato City,” a handy English directory for stuff, and other materials, pamphlets, and documents targeting at foreign residents, including
- Checking English (or other languages’) pages of the City website and making corrections
- Supporting administrative works organized by the subsection and participating and visiting various events, occasions and places related to the city work

Course/Credit: 3 hrs

Compensation: No remuneration or reimbursement for commuting, insurance, or any other expenses such as food. However, in case of going to some places regarding the internship duties within Minato City, public transportation expenses will be covered.

Dates, Days, Time: 4 - 7 fixed hours between 8:30 and 17:15; 2 - 3 fixed days/week from Monday to Friday, plus possible occasional events in evenings, on weekends, and holidays. (Total of 140 hours/minimum is requested for the credits.) Changes of the work days/time in unavoidable cases depending on the intern’s schedule may be consulted in advance as exceptions. (Details will be consulted at the interview.)

Location: 1-5-25 Shibakoen, Minato-ku, Tokyo
Closest stations: Daimon (Oedo line, Asakusa line), Onarimon (Mita line), Hamamatsu-cho (JR)

Qualifications:
- Proficient in English or Chinese, in addition to Japanese. (Language(s) other than English and Chinese may be accepted in some cases. Please consult the City office.) In terms of Japanese, listening and speaking skills with the ability to communicate smoothly with the staff in order to perform the internship duties are the most important.
- Strong interest in local government administration and projects; able to take on tasks proactively and in cooperation with others.
- Required to enroll in accident and liability insurance policy by oneself for the duration of the internship.

Minato City is a very international area of Tokyo. Many embassies and foreign-owned corporations are based in the city and approximately 8% of Minato City residents are foreigners. The Global Community Planning Subsection was established in 2008 as an exclusive structure to promote internationalization within this environment. We are looking for an intern who can use his/her own experience as a foreigner in Japan to help us create much needed services related to Minato City’s internationalization efforts.
http://www.city.minato.tokyo.jp
Temple University, Japan Campus

INTERNSHIP

at

NIKE JAPAN CORP.

Golf Division: Strategic Planning

The TUJ student intern works in Department under the guidance of Strategic planning coordinator in Nike Golf Japan.

Job Responsibilities:
- Assist consumer insight analyst and provide timely marketing/trend insight analysis
- Analyze sell trends and benchmark product performance measurement index
- Support & assist development insight data processing Internal System
- Support & assist crafting executive management reporting
- Assist and support onsite and/or off-site consumer seasonal promotional events

Course/Credit: Credit

Compensation: Transportation to and from office

Dates, Days, Time: Mon-Fri 10:00 - 18:00 Minimum of 2 days/wk or 10 hr/wk (TBD)

Location: Sea Fort Square Center Bldg 13F 2-3-12, Higashi-Shinagawa, Shinagawa-ku, Tokyo 140-8631, Japan

Qualifications:
- Japanese : native level a plus / English: Business level
- Basic PC skills (Excel, Word, PPT)
- Ability to work in team
- System Engineer experience a plus
- Marketing, sales and/or finance a plus

Nike Golf Japan : http://www.nike.com/jp/ja_jp/c/golf
Nike Japan : http://www.nike.com/jp/ja_jp/

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**INTERNSHIP**

at

paradigm

パラダイム有限会社

**Design Department**

The TUJ student intern works in Department under the guidance of

**Job Responsibilities:**

- Assisting designers and art directors on a wide variety of design and branding projects, from newsletters and monthly magazines to the design and layout of ads, corporate identity programs and Web sites.
- Assisting with filing, archiving, preparations for presentations
- Assisting with research

**Course/Credit:**

**Credit**

**Compensation:**

Round-trip public transport

**Dates, Days, Time:** Office hours are Mon-Fri 9:30 - 18:30, **Minimum of 2 full days per week**

**Location:** 6F West Park Osaki, 3-6-28 Osaki, Shinagawa-ku, Tokyo 141-0032

**Qualifications:**

- Creativity
- Good communication skills
- Self motivated
- Ability in Adobe InDesign, Photoshop and Illustrator
- Web, video and multimedia skills a bonus

Since 1992, Paradigm has been at the forefront of branding and publishing in English and Japanese. Global brand intelligence combined with Japanese sensibility, Paradigm specializes in branding and publishing. We work with a wide range of clients, from large international blue chip brands to local small business.

www.paradigm.co.jp
PechaKucha
ぺちゃくちゃ

The TUJ student intern works as part of the PechaKucha team under the guidance of Jean Snow (Executive Director).

Job Responsibilities:

- Preparing PechaKucha presentations to publish on the PechaKucha website
- Provide assistance at the monthly PechaKucha Night event in Tokyo
- Updating city pages on the PechaKucha website, and contacting organizers
- Other office tasks that relate to the running of the PechaKucha organization

Course/Credit: 3-4 hrs.

Compensation: transportation

Dates, Days, Time:
Minimum of 2 days a week (10:00-19:00, with one-hour lunch break)
On the last Wednesday of the month, 18:00-23:00 (to assist at PechaKucha Night event)

Location:
Klein Dytham architecture
AD Bldg
2F 1-15-7 Hiroo
Shibuya-ku, Tokyo

Nearest station: Ebisu (Yamanote)

Qualifications:

- English speaking and reading/writing skills
- Japanese a plus (but not required)
- Basic computer skills, simple editing of images in Photoshop

PechaKucha Night was devised by Astrid Klein and Mark Dytham (Klein Dytham architecture) in Tokyo in February 2003 as an event for young creatives to meet, network, and show their work in public. It has turned into a massive celebration, with events happening in hundreds of cities around the world, inspiring creatives worldwide. Drawing its name from the Japanese term for the sound of "chit chat," it rests on a presentation format that is based on a simple idea: 20 images x 20 seconds. It's a format that makes presentations concise, and keeps things moving at a rapid pace.

www.pechakucha.org
Job Title: Intern (Credit)

Organisation: Refugees International Japan

Compensation: If you are requested to travel for an RIJ project or event, you may claim expenses. Refugees International Japan does not pay expenses for day-to-day activities.

Dates, Days, Time: 2-3 days per week, can be flexible.

Location: Refugees International Japan Offices, Showa Shell Sekiyu KK, Daiba Frontier Building 12F, 2-3-2 Daiba, Minato-Ku, Tokyo, 135-807

Reports to: President, CEO

Intern Job Description:

The purpose of the internship is to learn about Refugee issues across the globe and gain insight into how a Non-Profit Organisation (NPO) operates. The intern will accompany the President on some meetings and will work with volunteers in the organisation. The intern will also sit on the organisation’s funding committee and gain understanding of the grant funding process. The intern will be given research projects and will update the current news and information on refugee issues.

Specific Responsibilities (depending on timing and language ability):

- Monitoring and analysing changes in refugee demographics.
- Updating the world map showing refugee and internally displaced people (IDP) around the world, plus online reference map.
- Monitoring and reporting world and Japanese media references on refugee issues.
- Updating RIJ grant funding project history, highlighting comparison across all the projects.
- Assisting with company enquiries regarding funding and CSR schemes.
- Contributing to the Intern manual and investigating useful links that help with research.
- Contributing to the RIJ blog update, Facebook, and the RIJ website.
- Preparing visual displays for events.
- Liaising with schools to ascertain their requirements for teaching displacement issues.
- Examining possible ways for schools to raise funds for RIJ.
- General office duties and support work.
- Handover details of all tasks and ongoing actions prepared for future interns.

Qualifications:

- The intern should have an interest in development and refugee issues.
- English level business in writing and speaking (Bi-lingual ability is an advantage).
- Good at writing reports and good research skills.
- Excellent computer skills are essential.

About RIJ

RIJ is an independent, not-for-profit organization dedicated to raising funds for destitute refugees from war and conflict. Tokyo-based, RIJ is staffed by Japanese and global volunteers. RIJ channels project funds through experienced organizations already working with refugees in the field, ensuring that help goes quickly and directly to where it is most needed.

In the 12 years we have existed, RIJ has supported more than 700 projects in 50 countries and increased the amount distributed from $18,500 in 1981 to about $450,000 last year.

Most recently, we are working on projects involving those affected by the earthquake and tsunami in north-eastern Japan.

www.refugeesinternationaljapan.org | E-Mail: enquiries@refugeesinternationaljapan.org

Refugees International Japan is a registered non-profit organisation in Japan.
Temple University, Japan Campus

INTERNSHIP at Run for the Cure® Foundation

NPO 法人 ラン・フォー・ザ・キュアファンデーション

Interns would assist Awareness Program Manager, Sponsor & Development Manager or Events Coordinator in the planning, coordination and execution of fundraising events, awareness programs and sponsor coordination in a very diverse and international working environment. Those who are interested in project coordination, project management, sales, marketing, sponsorship/client management and business development are welcome.

1. Run for the Cure®/ Walk for Life: Yearly run/walk event with around 1500 participants. Intern will play a major role in doing PR, outreach and database management.

2. Pink Ball: Annual ball to raise funds to help fulfill the Foundation’s mission. Intern will help with sponsor relations, record keeping, organizing and inventory.

3. The Lemon Project: One of the education initiatives to visit colleges, universities and companies to teach about breast cancer and how to perform self-examination. Intern will help with coordination.

Course/Credit: 3-4 credits
Compensation: Transportation
Dates, Days, Time: Mon – Fri, 9:30 – 18:30, Minimum of 2 days/week or 18 hours/week
Location: 6F West Park Osaki, 3-6-28 Osaki, Shinagawa-ku, Tokyo (Osaki station)
Qualifications: Good organizational skills, hard-working, proficient in MS Office, fluent in both spoken and written English, Japanese-language a plus but not required

Run for the Cure Foundation’s mission is to eradicate breast cancer in Japan as a life-threatening disease through education, timely screening, and treatment. Through our activities, the Foundation will:
- Execute breast cancer education initiatives and awareness programs
- Fund clinical examinations and mammograms
- Develop and carry out community outreach programs

For more information, please visit: www.runforthecure.org
If interested, please contact Ms. Kiei Ogata at kiei@runforthecure.org or 03-6420-0860

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Teckwah Value Chain Japan Co., Ltd
テクワバリューチェーン(ジャパン)株式会社

Fulfillment Department

The TUJ student intern works in Department under the guidance of Fulfillment Specialist.

Job Responsibilities:
- Fulfill delivery schedule and requirement
- Ensure proper receiving, issuing and delivery flow
- Ensure stock accuracy through ERP system
- Maintain proper documentation and traceability for all material flow
- Assists in shipment documentations

Course/Credit: 3-4 hrs
Compensation: Transportation
Dates, Days, Time: Mon-Fri 9:00 - 18:00 Minimum of 2 days/wk
Location: Tokyo Danchi Souko A-1 2F, 3-6-1 Heiwajima, Ota-ku, Tokyo 143-0006
(Nearest Station: Ryutsu Center <Monorail Haneda Airport line>)

Qualifications:
- English & Japanese - business level
- Basic PC skills (Word, Excel, PowerPoint)
- Interest in Logistics and printing management
- Ability to work in team

URL: www.teckwah.com.sg
Teckwah Value Chain is Asia's leading Value Chain Group with global network coverage and dedicated hubs in key cities throughout the Asia Pacific region. We are a packaging expert delivering best-in-class end2end value chain solutions to renowned global companies. We offer a comprehensive suite of services covering:
- print and packaging
- software and hardware turnkey manufacturing
- e-commerce
- click fulfillment
We have long established ourselves as a pioneer in providing a full suite of in-house printing and packaging solutions to customers in the infoComm technology, telecommunication, pharmaceutical, consumer electronics, consumables and gaming industries. Our commitment to quality, a core hallmark in Teckwah, has earned us the unprecedented recognition for being the first company in the printing industry to receive the Singapore Quality Award in 2006.
Temple University, Japan Campus

INTERNSHIP

Tokyo English Life Line (TELL)
Community Counseling Service

Gain valuable experience working in the field of PSYCHOLOGY

Job Responsibilities:
Range of opportunities depending on intern's abilities and schedule:
1:  
- Assist the Intake coordinator with intakes of clients seeking therapy.
- Assist the Intake coordinator with Reception for counseling office.
- Observe clinical staff meetings
- Provide support for the Child & Family Services Director

2:  
- Assist with the Telephone counselor training
- Assist with the interview and section process of applications
- Assist with coordination of training sessions
- Assist with operation of a small group within the training
- Observe a shift on the Life Line
- Attend post training meetings with trainers
- Assist with mid and final evaluation of trainees.

Course/Credit:  3 credits

Compensation: Transportation will be paid for (within Tokyo)

Dates, Days, Time: Weekdays from 10:00 – 18:00 plus other times depending on intern's availability.

Location: Minami Aoyama, 8 min. walk from Omotesando Subway station

Qualifications:
Fluent English, both spoken and written. Spoken Japanese a plus.
Either a) bachelor's degree in psychology, social work or related field or
   b) enrollment in such a program
Experience working in a related field, either volunteer or paid, a plus
Flexible schedule

TELL is a non-profit agency that was established in 1973 to be an accessible, community-serving organization that provides effective, confidential counseling and support for the international community. www.telljp.com

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Texas Instruments Japan Limited
日本テキサス・インスツルメンツ株式会社
Finance, Purchasing and Sales Operations Teams

Job Responsibilities:
Intern opportunities are available in our Finance, Purchasing and Sales Operations departments. For example, the responsibilities for Pricing interns within Sales Operations includes the following:

- Execute quote requests from sales/distributors according to defined pricing guidelines
- Reporting for quote execution analysis
- Quote approval based on the pre-approved quote evidence and set up into SAP
- Quote approval for the renewal quote and set up into SAP
- Customer Price list maintenance and clean up

Although positions are limited, this internship could potentially lead to a future employment opportunity.

Course/Credit: 3 Credits

Compensation: Stipend and Travel Expenses

Dates, Days, Time: Minimum of 3 days/week or 3-4 hours/day (3 months or more)

Location: Nishi-Shinjuku Mitsui Building, 6-24-1, Nishi-Shinjuku, Shinjuku-ku, Tokyo

Marunouchi-line: Nishi-Shinjuku station or
Oedo-line: Tochomae station

Qualifications:

- Microsoft Word, Excel, Power Point
- Good interpersonal & relationship skills
- Strong work ethic
- English / Japanese language

Texas Instruments Incorporated (TI) was founded in 1930 and is headquartered in Dallas, Texas. TI engages in the design, manufacture, and sale of semiconductors to electronics designers and manufacturers worldwide. The company specifically focuses on two segments: Analog and Embedded Processing. The Analog segment provides high volume analog and logic products; power management semiconductors; high performance analog products, such as amplifiers, data convertors, and interface semiconductors for the industrial, communications, computing, and consumer electronics markets; and silicon valley analog products. The Embedded Processing segment offers digital signal processors that perform mathematical computations to process or enhance digital data; and microcontrollers, which are designed to control a set of specific tasks for electronic equipment. TI has had a presence in Japan since 1968, and currently employs over 1800 employees in design, manufacturing, and sales of semiconductor products.

http://www.ti.com  http://www.tij.co.jp
Temple University, Japan Campus

INTERNSHIP

three point one four Ltd.
Corporate Entertainment, Celebrity Booking, Creative Consulting

The TUJ student intern will work with our producers and assistant producers as business needs dictate.

Job Responsibilities:
• Support Producers and Asst. Producers in creating proposals and with planning, managing and producing various events and marketing programs.
• Research target client and market information as well as searching for potential venues, acts, etc for events and marketing programs.
• Translation for sales materials, proposals etc.
• Assistance with general office work (including but not limited to answering phones, data entry, filing, faxing, copying)

Course/Credit: 3-4 credits

Compensation: Round trip public transportation within the Tokyo area

Dates, Days, Time: About 10-20 hours per week. Flexibility according to the student’s classroom schedule.

Location: 4-11-14 CAMELLIA COURT 203 Shibuya-ku, Tokyo. 2-3 minutes from Omotesando Station (Ginza Line, Hanzomon Line, Chiyoda Line).

Qualifications: This position is suitable for an energetic person with interests in events and entertainment; fluent in Japanese and English; computer literate. Excellent organization skills and the ability to follow-up and complete tasks in a timely and responsible manner.

Description of company/organization:
three point one four Ltd. is a creative agency based in Tokyo, Japan. We turn new and imaginative ideas into reality. We believe the possibilities are infinite.

From press releases to celebrity parties, event planning to project managing, coordinating overseas artists and introducing Japanese culture, our creative team proposes a contemporary view on culture and entertainment.
Temple University, Japan Campus  
INTERNSHIP  
at  

virgin earth inc.  
バージン・アース・インク

Self-Directed Project:  
- The intern is encouraged to create a project using our equipment and facilities. This could take the form of a short student-produced video, but we are open to other ideas.

Job Responsibilities:  
- Video Production Intern will learn all aspects of film pre-production, shooting and post-production  
- Assisting in all phases of our busy production: taking directions from crews during shoots, etc.  
- Office work will include scheduling, bookings, creating data, facilitating dub requests, lifting heavy equipment

Course/Credit: 3-4 credits

Compensation: transportation

Dates, Days, Time: Mon-Fri 10:30 - 18:30 Minimum of 2 days/wk

Location: 3-35-8 Jingumae, Shibuya-ku, Tokyo 150-0001  
Nearest stations: 7 mins from Gaienmae (Ginza line)  
14 mins from Sendagaya (Sobu line)  
14 mins from Kokuritsu Kyogijo (Oedo line)

Qualifications: Anyone interested in film and video production is welcome!  
- Interested in production, post-production (edit), camera, sound, light etc.  
- Japanese speaker preferred

http://virginearthinc.com/

virgin earth is a leading foreign production company based in Tokyo specializing in HD, SD, television and film production management with international expertise and localized knowledge of Japan.

From coverage of music artists like Coldplay and Beyonce; to productions of corporate videos; to various documentaries and real tv, virgin earth, inc., produces a broad range of projects for clients from around the world.

We believe in constantly learning about our craft, expanding and sharing our skills and technology, and dedicated to creating, educating and giving back.

We even have our own satellite-connected in-house studio!
Temple University, Japan Campus

**INTERNSHIP**

at

**WA GROUP**

**INSPIRED JAPANESE DESIGN**

**The Wa Group K.K.**

ザ・ワ・グループ(株)

The TUJ student intern works in **Marketing and PR** Department under the guidance of **Matthew Ketchum**

**Job Responsibilities:**
- SNS, blog, and website content creation, posting, and monitoring
- Ad design & distribution
- Photography & photo editing
- Supplier research
- Help with floor staff at Wa Space select shop & gallery, including exhibitions.

**Number of Credits:** 1 credit

**Compensation:** Transportation

**Dates, Days, Time:** Mon-Fri 9:00 – 17:00 Minimum of 2 days/wk or 16 hr/wk

**Location:**
The Wa Group
KDX Nogizaka 4F
7-2-29 Roppongi, Minato-ku
Tokyo 106-0032
Japan

Nearest Station: Nogizaka Station (Chiyoda Line)

**Qualifications:**
- Experienced Facebook/Twitter/Google+ user
- Retail experience
- SLR/DSLR camera proficiency
- Interest in graphic design, Photoshop
- * Appreciated* HTML/CSS coding proficiency

This internship has the possibility to lead to a full-time job.

**www.the-wa-group.com**

Japan boasts a wealth of artists, craftsmen, and designers who reflect the country's unique culture in their work. The Wa Group is a team devoted to uncovering Japan's best in craft and design, and bringing it to the world.
Temple University, Japan Campus

INTERNSHIP

at

Waseda Frontiermind Co., LTD.
早稲田フロンティアマインド株式会社

The TUJ student intern works in Marketing and Planning Department

Job Responsibilities:

- Discussion, develop marketing strategy, and execution.
- Study and understand customer needs and constantly improve our services.
- Work closely with other members of Marketing and Planning, and take actions to maximize impact of company sales

Course/Credit: 3-4 hrs

Compensation: transportation (paid from closest station of TUJ to our office)

Dates, Days, Time: Mon-Fri 9:00 – 17:30 Minimum of 2 days/wk (negotiable depending on class schedules)

Location: 2-12-20-204 Akasaka, Minatoku, Tokyo, 107-0052
Tameike-sanno station
(Ginza line, Namboku line, Marunouchi line, and Chiyoda line)

Qualifications:

- Ability to use Excel, Word, and Power Point
- Thai and Tagalog language speaker is a plus
- Non Japanese speakers are also welcome
- Interest in real estate business and investment industry
- Has entrepreneur spirit; curiosity in things, but also have the courage to take action without being micro-managed

About the company with URL
Our 4 major services
A) Sourcing of investment opportunities
B) Finance and scheme arrangement
C) Controlling an appropriate asset manager
D) Financial control of tax and accounting

Our role is to maximize the clients’ return as the INVESTMENT MANAGER