Summer 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. Reply to communications in a reasonable amount of time.
5. Report as regularly as requested to your TUJ faculty supervisor and submit the necessary coursework.
6. 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. Reply to 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 internships 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

(FirstName LastName) (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.

(Student) Date

TUJ20100917
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
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 credits

Compensation: Transportation, 1,000 yen a day

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-casually 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

AIG Japan Holdings KK

Department: HR Planning Department

The major multi-national 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

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

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:
- Develop E-Learning Content
- Create Multimedia Content
- Develop approaches and materials to support Talent Development
- 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-casually 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

世代を繋ぐ、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:  

Corporate profile:  
[http://www.aoi-pro.com/eng/profile_e.html](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](http://www.aoi-pro.com/eng/subsidiaries_e.html)
Temple University, Japan Campus

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: JPY1,200/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/

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INTERNSHIP

at

ASHOKA JAPAN 日本

Investing in New Solutions for Our World’s Toughest Problems

Job responsibilities:
- Researching for potential Ashoka Fellows.
- Preparing presentation materials for Ashoka Fellow selection, Speaker Series, and Youth Venture.
- Liaising with Ashoka office in other countries.
- Cooperating and maintaining relations with Ashoka staff around the world for common projects.
- Preparing for and participating in Ashoka Youth Venture events.
- Updating Youth Venture’s blog.
- Translating English/Japanese materials to Japanese/English.
- Supporting general office duties.

Number of Credits: 3-4 credits

Compensation: transportation

Dates, Days, Time: Minimum of 15 hours per week

Location: 150-0012 東京都渋谷区広尾 1-11-2 AIOS 広尾ビル 407
#407 1-11-2 Hiroo, Shibuya-ku, Tokyo, Japan 150-0012

Qualifications:
- The intern should have an interest in social entrepreneurship and awareness for social problems.
- The intern should have an understanding or at least a strong desire to understand the vision of Ashoka, to create the world where every person has confidence, courage and determination to make social changes by him/herself.
- Ability to coordinate events and cooperate without conflicts.
- Conversational-level Japanese; Business-level English in writing and speaking.
- Proficiency at MS Word, Powerpoint, and Excel would be an asset.

Ashoka is the largest network of social entrepreneurs worldwide, with nearly 3,000 Ashoka Fellows in 70 countries putting their system changing ideas into practice on a global scale. Founded by Bill Drayton in 1980, Ashoka has provided start-up financing, professional support services, and connections to a global network across the business and social sectors, and a platform for people dedicated to changing the world. Ashoka launched the field of social entrepreneurship and has activated multi-sector partners across the world who increasingly look to entrepreneurial talent and new ideas to solve social problems.
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:
- No hourly wage
- Partial coverage of transportation costs. (To be negotiated after the schedule is confirmed)

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

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 wholesale 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
アウトデジャパン株式会社

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 1/2 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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INTERNSHIP
at
Audi Japan KK
アウディジャパン株式会社
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

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/ip/brand/ja.html

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**INTERNSHIP**

at

![Audi Logo]

**Audi Japan KK**

**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

<table>
<thead>
<tr>
<th>Course/Credit:</th>
<th>3-4 hrs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Compensation:</td>
<td>120,000 yen scholarship (40h/week) / commuting ticket</td>
</tr>
<tr>
<td>Dates, Days, Time:</td>
<td>tbd</td>
</tr>
</tbody>
</table>

**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

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- Import and whole sale of Audi vehicles, parts and accessories
- Marketing and promotion activities
- Support of dealers

Current number of employees: 108.

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**URL:** [http://www.audi.co.jp/jp/brand/ja.html](http://www.audi.co.jp/jp/brand/ja.html)

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Temple University, Japan Campus

INTERNSHIP

at

Audi Japan KK

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

INTERNSHIP

at

Audi Japan KK

アウディジャパン株式会社

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 (40/hr/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

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**INTERNSHIP (RECOMMENDED)**

at

![Business Bank Group Logo](image)

**Business Bank Group, Ltd.**

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 2nd (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](http://www.businessbankgr.co.jp) / Facebook: Business Bank Group / Twitter: @businessbankgr
Temple University, Japan Campus

INTERNSHIP

at

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
Interns: https://www.bccjapan.com/jobs/internships/

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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://japanbeertimes.com)
- [http://www.sake-today.com](http://www.sake-today.com)
- [http://www.yokohamaseasider.com](http://www.yokohamaseasider.com)

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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)

<table>
<thead>
<tr>
<th>The TUJ student intern will work at the CITYNET Secretariat under the guidance of the Programme Director as well as Executive Officer of CITYNET.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Job responsibilities will include:</strong> (depending on time available/skill level)</td>
</tr>
<tr>
<td>• Creating, updating and analysing database on various Programme activities using MS Word and Excel</td>
</tr>
<tr>
<td>• Assisting in ongoing programme activities in terms of writing articles, reports, project proposals and other related documents in English</td>
</tr>
<tr>
<td>• Producing English brochures for marketing programme activities</td>
</tr>
<tr>
<td>• Assisting in local events as attendant and providing support to the staff</td>
</tr>
</tbody>
</table>

**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 Sakuragichō (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

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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, from May 25 to July 29, 2015.

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: May 25 to July 29, 2015. 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, from May 25 to July 29, 2015.

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: May 25 to July 29, 2015, 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

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

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

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/

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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, 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.

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**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 wavver

**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: 3 credits

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.tmjjapan.co.jp www.enablejapan.com

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Temple University, Japan Campus
INTERNSHIP
at
EnAble Japan
enablejapan.com

Social Media & Marketing Intern

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.tmjjapan.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 a 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
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/](http://www.ge.com/jp/)
Temple University, Japan Campus

INTERNSHIP 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, Suitengu-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.

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

INTERNSHIP

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
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 総務赤坂ビル
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
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-Juban 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 銀座赤坂ビル
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
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 南涼堂ビル
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

Japan Philanthropic Association

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: #224 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)

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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

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 Higashihiakuraku (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.
Temple University, Japan Campus

INTERNSHIP

at

Katase-Nozomi Kindergarten

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

日本基督教団片瀬教会付属片瀬のぞみ幼稚園

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)
Temple University, Japan Campus

**INTERNSHIP**

at

Kobe Motor Company

神戸モーターランパニー有限会社

Sales/Administration/Marketing/Communication Department

<table>
<thead>
<tr>
<th>Job Responsibilities:</th>
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<tbody>
<tr>
<td>• Assisting in the LIVE AUCTION BIDDING</td>
</tr>
<tr>
<td>• Handling documents of purchased vehicles</td>
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<tr>
<td>• Participating in sales meetings</td>
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<tr>
<td>• Assisting the business development manager</td>
</tr>
</tbody>
</table>

**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.*

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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: 3-4 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 Irifune 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](image_url)

**Lumina Learning Asia**  
(Intrapersona KK)

<table>
<thead>
<tr>
<th>The TUJ student intern works in the Lumina Learning Asia office under the guidance of the Partner.</th>
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</thead>
<tbody>
<tr>
<td><strong>Job Responsibilities:</strong></td>
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<tr>
<td>• Prepare materials for client workshops</td>
</tr>
<tr>
<td>• Maintain CRM database</td>
</tr>
<tr>
<td>• Industry and sales research</td>
</tr>
<tr>
<td>• Translation (depending on language skills)</td>
</tr>
<tr>
<td>• Help designing/laying out brochures (using PPT and/or Illustrator)</td>
</tr>
<tr>
<td>• Research and write articles for newsletter</td>
</tr>
<tr>
<td>• Provide general support to the Lumina Asia team</td>
</tr>
</tbody>
</table>

**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.
Temple University, Japan Campus

**INTERNSHIP**

at

**METROPOLIS**

日本パートナーシップ株式会社

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 hrs

**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 interns writing and attention to detail skills would be most advantageous
- Japanese and English language capability are both required

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**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*.
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
Temple University, Japan Campus

INTERNSHIP

at

PechaKucha
ペチャクチチャ

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 or Non-credit:

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
We are an education consultancy that supervises the work of 85 teachers in 45 schools — kindergarten, elementary, secondary, university.

Most of us are teachers, but you don’t have to be a teacher and you don’t have to be interested in a career in teaching.

YOU HAVE TO BE INTERESTED IN MAKING THE WORLD A BETTER PLACE. AND YOU HAVE TO BELIEVE IN THE POWER OF COLLABORATION.

At Project GENIUS, an eagerness to collaborate and share and promote best practices within local teams, across the agency, and across the world community is prized above all other qualities. And now we are working to communicate this unique culture through our brand ...

- to expand our client base and justify our value premium
- to attract qualified teachers that share our belief in collaboration
- to raise the general perception of what the teaching profession is capable of, and what schools are capable of.

WHAT DO WE OFFER?... Your internship at Project GENIUS will be customized to your career interests, but a typical internship might go something like this....

- New interns start with tasks that are fairly focused but related to your interests ...
  - helping with video projects, web design, social media, or translation.
  - helping us to fix technical problems on our website.
  - using project management tools to keep track of what the company is working on how our resources are being allocated.
  - editing student writing.
  - doing online research for our blog.
  - Once the intern has a better sense of the company mission, and once we have a better sense of the skills that the intern is interested in building. S/he will be assigned larger creative projects that are broader in scope, require more creativity, interpersonal skills, and independent initiative.
  - curriculum development projects
  - multimedia projects
  - website overhaul
- Interns that show particular promise will accompany the Chief of English Services on school visits, and participate in external meetings.

Number of Credits: 3 CREDITS

Compensation: transportation and business expenses paid. For uniquely qualified interns, we may offer a modest wage. If our revenues improve and you are the right fit for our company, there is the possibility of this becoming a full-time job.

Dates, Days, Time: VARIOUS OPTIONS DEPENDING ON YOUR NEEDS/INTERESTS ... 8:00-12noon (M-F); 4pm-8pm (M-F); 10am-6pm (S & U). Depending on your program, working remotely might also be an option.
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 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

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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](http://www.runforthecure.org)

If interested, please contact Ms. Kiei Ogata at kiei@runforthecure.org or 03-6420-0860

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Internship Opportunity

Are you passionate about technology and dream about having your own business in the future? Then this internship is a great opportunity for you!

Job Responsibilities:
- Create innovative business ideas
- Product development
- Social media management
- Market research and analysis

Qualifications:
- Ambitious mind to start a strong and innovative business
- Comfortable with computers
- Strong desire to solve problems and be proactive
- Strong verbal and written communication skills

Academic Credit: Yes
Compensation: Hourly wage + transportation
Dates, Days, Time: Flexible working hours (weekends & evenings preferable)
Half working time will be remotely with an online team

Application Process
Please submit your resume and cover letter. In your cover letter, please include your major, goals for the internship, and why you believe you are a good fit for the position.

About SimplyCubed
SimplyCubed officially kicked off in 2011 as a software development and consulting company in the US and have now expanded into Japan. We are a small and dedicated team focusing on solving business challenges through technology and automation.
Temple University, Japan Campus

**INTERNSHIP**

**Shine On! Kids**

www.sokids.org
Marketing
Communications
Business

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**Course/Credit:** 3-4 hrs or non-credit
**Compensation:** Transportation provided
**Dates, Days, Time:** 10 – 15 hours a week, Office, event location and off site
**Location:** Closest station - Mitsukoshimae
**Qualifications:** English only is ok, Bilingual is a plus
**Supervision:** Intern will be supervised by the Communications Manager with reporting opportunities to the General Manager and President and a chance to collaborate with our professional advisors

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**Internship goals:**
1. To provide a learning environment suited to the interns needs and contributes to the growth of the organization
2. Regardless the area of focus, all interns will:
   ① Have the opportunity to deliver a presentation
   ② Have the opportunity to attend staff, B2B and B2C meetings
   ③ Have the opportunity to work on ongoing projects through meaningful tasks and assignments
   ④ Have the support to explore independent ideas and projects
   ⑤ Have the opportunity to attend at least 1 networking function

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**Qualifications:**
1. Focused on setting goals and achieving results
2. Excellent interpersonal presentation and skills
3. Able to multi-task
4. Capable of working on a cross-cultural team
5. Excellent computer skills; General skills a must and basic HTML desirable or open to learning

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**Typical Week/Responsibilities:**
1. **Attendance** - Accompanying the Communications Manager to meetings with sponsors to learn how the foundation is presented to Marketing Managers, Executives and variety of groups
2. **Presentations** - Preparing and polishing a variety of presentations. Delivering when ready.
3. **Technical** - SNS and website maintenance. Includes working with sponsors and partners in making sure collaborations are represented accurately and fully.
4. **Contacts** - Following up with contacts and generating new contacts.
5. **Admin** - Supporting the team with light admin work and/or onsite at event functions

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**About Shine On! Kids:** www.sokids.org

Shine On! Kids is 1 of 8 officially certified NPOs (out of 9,000 in Tokyo) working to support children with cancer and other serious illnesses in Japan and their families. We do so through our innovative and unique to Japan programs which are supported by individual and corporate donations and interesting collaborations.
Temple University, Japan Campus

INTERNSHIP
at

corporation

IT Engineering Services

The TUJ student intern works in Department under the guidance of the Service Delivery Manager of Engineering Services.

Job Responsibilities:

- Work with and follow the instructions of your designated trainer. Work effectively in teams.
- Work as a support center agent, answering phones and attending to emails from clients.
- Locate, review and edit client support documentation
- Support users and PCs within the systemsGo office.
- Provide a supporting role working with the systemsGo engineers
- Any other task deemed appropriate.

Course/Credit: 3-4 hours or Non-credit:

Compensation: Hourly wage: JPY 1,000 / Transportation: Paid

Days & Time: up to 20 hours per week (M-F, 9-18)

Location:

3F Azabu Amerex Building
3-5-7 Azabudai, Minato-ku Tokyo

Qualifications:

- Basic Computer Skills – Windows OS User, Email using MS Outlook, Create or Edit documents using MS Office (Word, Excel), Use of Internet, and basic PC troubleshooting skill is a plus
- Language: basic Japanese
- Friendly and cheerful, professional manners, good listener, quick learner

systemsGo has been providing IT Support and Project Management services since 1998. Our head office is in Tokyo and we have branch offices in Osaka, Hong Kong, Shanghai and Singapore. Our clients are foreign multinational companies predominantly in the financial, legal and pharmaceutical industries. We specialize in Microsoft, Cisco and VMware technologies. Our support services include assisting end users, maintaining servers and routers. Our Project Management services include designing and setting up new networks as well as PC and server setup and upgrades.

www.systemsgo.asia
Teckwah Value Chain Japan Co., Ltd

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 or Non-credit
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

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

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
h) 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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The TUJ student intern works in Video Production under the guidance of Olivier Martinez, CEO.

**Job Responsibilities**

- Directing and editing of at least one video for a client
- Assistant cameraman, assistant producer on corporate shootings
- Web and social media marketing planning

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

**Compensation:** transportation up to 10,000円/month and lunch up to 1000円/day

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

**Location:** Tokyo-to Shinjuku-ku Shinjuku 2-15-25 3F
東京都新宿区新宿2-15-25 3F
Shinjuku Gyoenmae Sta - 3 min (Marunouchi Line)

**Qualifications:**

- Basic shooting knowledge
- Basic editing with FCP. After effects or Motion a plus.
- English and Japanese at good level. French a plus.
- Basic Photoshop and Illustrator

Video Solutions is a young production company that specializes in corporate video and event shootings. Our clients are mainly the Japanese branch of French companies in Tokyo like Peugeot, Longchamp or ELLE.
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:** 3-4 credits

**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](http://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