

Are you a Taiwan college or graduate student interested in international affairs? Would you like to gain international work experience? Come join us at AIT Kaohsiung! AIT Kaohsiung is delighted to announce our **Fall 2026** student internship program! Applications must be received by **June 14, 2026**. Apply today!

AIT Foreign National Student Intern Program (FNSIP) **Fall 2026**

OPEN TO: All Interested Taiwanese University Students

OFFICES:

A. Kaohsiung Office

1. Consular Section
2. Management Section
3. Public Diplomacy Section

OPENING DATE: **May 29, 2026**

CLOSING DATE: **June 14, 2026**

INTERNSHIP PERIOD: Sept 2026 through January 2027

HOURS REQUIREMENT: Minimum hours worked per week: 20 hours

The exact workdays are not fixed and will be arranged between the individual intern and the section.

(Note: Students should discuss work schedule during the interviews. Certificate of Internship will only be issued to those students who complete at least 2/3 hours of the program).

## COMPENSATION

There are no benefits, compensation, or any future employment rights attached to this internship. However, students would gain valuable experience in various areas of AIT and possible academic credit that your schools may consider to award.

## ELIGIBILITY

Successful applicants must be:

1. Taiwan citizens;
2. 18 years of age or older;
3. Active students with at least two years of university studies (i.e. junior, senior or graduate students);
4. In good academic standing and have their school's endorsement;

5. With an agreement from current schools.

A. AIT Kaohsiung

1. Consular Section

**Consular Section (2 intern positions available)**

**Duties:**

- Take the lead on at least one customized project aimed at analyzing and improving the provision of American Citizen Services. Provide regular briefings to Consular Section on the progress of the project.
- Directly interact with American Citizen Services customers in English, Mandarin, and Taiwanese.
- Assist with the preparation of documents and annual reports for the Consular Section.
- Assist with clerical tasks and event preparatory work as required.
- Perform written translation from Chinese to English or English to Chinese when necessary.
- Assist with the preparation and execution of AIT/K's consular outreach events, including Public Diplomacy events and representational activities.
- Special Citizen Services assistance.
- Review and update AIT website and American Citizen Services SOP guide as well as publicly available resources such as: attorney list, hospital list, translator list, hotel list, shelter list and law enforcement research.

- Assistance to other AIT/K sections as needed.

**Education and Academic Training:** Active students with at least two years of university studies (i.e. junior, senior or graduate students).

Previous experience in related fields such as Political Science, English, International Relations, Journalism, Public Relations or Business, will be considered in the hiring process.

**Language Proficiency:** Must have strong English skills and be fluent in Mandarin Chinese.

**Skills:** Ability to use Microsoft Office Suite (Word, Excel, PowerPoint) is required. Ability to use Adobe Creative Suite is a plus.

## 1. Management Section

### **Management Section (1 intern positions available)**

#### **Duties:**

#### **Administrative Assistance to MGT Section**

- Assist with emergency supplies inventory, emergency communications equipment testing, and training
- Coordinate with Post Crisis Coordinator on Crisis Management Working Group: Provides administrative and logistical support to the Crisis Management Working Group, including coordinating meeting schedules, preparing and distributing materials, recording meeting minutes, tracking action items, and following up on outstanding tasks to ensure continuity of working group activities.
- Supports the planning and execution of the annual office offsite activity by assisting with logistical arrangements, which may include venue coordination, scheduling, transportation, catering, agenda preparation, and attendee communications.
- Provides translation assistance when requested. Ensures translated content accurately reflects the intent and tone of the original notice and is delivered

promptly to support effective internal communication across language groups.

- As requested, assistance with daily mailing operations.

### **Event Assistance**

- Assist with AIT/K conferences and events – set-up, intake, invitation design.
- Assists CLO with holiday decorations and events, as requested.

Other duties as asked and assigned.

**Education and Academic Training:** Must be studying actively towards a degree. Data gathering and analysis.

**Language Proficiency:** Good English proficiency in writing, speaking, listening, reading.

**Computer Skills:** Ability to use Microsoft Office Suite is required. Adobe Creative Suite preferred.

## 3. Public Diplomacy Section

### **Public Diplomacy Section (2 intern positions available)**

#### **Duties:**

- Assist with design, editing, filming, and scheduling of AIT/K social media content
- Monitor and analyze engagement with AIT/K social media
- Create graphic content to promote AIT/K programs
- Provide logistical and administrative support for AIT/K programs
- Develop special projects such as research reports and presentations on public diplomacy topics

- Assist other sections as required
- Support broader AIT/K representational events as needed

**Education and Academic Training:** Must be studying actively towards a degree.

**Language Proficiency:** Must have strong English skills and be fluent in Mandarin Chinese.

**Skills:** MS Office (required); Adobe Creative Suite (preferred); expertise on social media/new media content creation and analysis highly valued

## **HOW TO APPLY**

Application should include:

1. Statement of Interest ([PDF format](#), 246KB or [Word format](#), 41KB)
2. Letter of Permission (issued by current Department Office or professor with a statement that the school has acknowledged and agreed on applicant's participating in AIT's internship program, no fixed format required)
3. Official transcripts (in English)
4. Gratuitous Service Agreement ([PDF format](#), 173KB)
  - E-mail your application with the email title "[FNSIP/English Name/Apply position](#)" to [AITKaohsiungHR@state.gov](mailto:AITKaohsiungHR@state.gov) by 11:59 p.m., June 14, 2026.