

United States Army Garrison Japan

2023

Summer Internship Program

For Host Nation University Students

August 7 – September 1

U.S. Army Garrison Japan is offering an internship program at Camp Zama and Kure Pier 6. This is an excellent opportunity for students interested in learning more about what it's like to work in an international workplace, while also developing beneficial career skills. Students will have the unique opportunity to work alongside Soldiers, civilians, and Japanese personnel, while experiencing native English conversation and American culture. The program offers a wide variety of positions, that will allow participants to deepen their understanding of "work" through on-the-job experiences, field trips, group work, presentations and more. If someone you know is interested in learning more about this program, please check out the full details below.

Duration: Aug. 7 – Sept. 1 (Monday through Friday, approximately 4 weeks).

Positions and Hours: Refer to the list of internship positions. Hours will vary depending on the assigned department.

Number of applicants: A few for each position.

Eligibility :

- Applicants must have Japanese or U.S. citizenship, be currently enrolled in a junior college, university or graduate school, be interested in contributing to cultural exchange and mutual understanding between the

U.S. and Japan, and have high morale and eager to the challenge of new things.

- Candidates must be able to work in both Japanese and English, or have a desire to improve English skills even if he/she is not yet confident.
- Basic computer skills are required.
- Must have a valid passport, driver's license or personal identification number card with photo (*"My Number Card"*).

A certificate of residence with permanent address will be also required after the completion of selection. *Student ID is not acceptable.

Other terms and conditions :

- No salary, remuneration or travel expenses will be provided.
- Applicants must have his/her own accident insurance and liability insurance applicable to the period of training. Camp Zama is not responsible for injuries or illnesses of interns.
- Each applicant will be required to submit a travel certificate issued by the Tokyo Metropolitan Police Department or Prefectural Police Headquarters that has jurisdiction over the area of the municipality that has a Basic Resident Ledger on record.
- Comply with U.S. Army Base Regulations and Public Health Regulations.

Application Forms :

- One Japanese and one English resume each and an English cover letter (free format). Including contact information, cell phone number and email address.

- An English cover letter stating up to three positions for which the applicant prefers to be considered, as well as the reasons for applying to the program.
- Proof of language proficiency (TOEIC score, certificate of English proficiency test, etc.) is not required but is preferred.

How to Apply :

Application materials should be sent by e-mail to the address below. Applications that are found to contain false declarations will not be considered.

*Applicants will receive an email confirmation of receipt from us at a later date.

Applications must arrive no later than Sunday, June 11

E-mail : usarmy.zama.imcom.mbx.usag-japan-media@army.mil

Recruiting Methods :

After careful review of application documents, a telephone interview will be scheduled for only those who pass the document screening. In addition, only selected candidates will be notified of the results of the selection via e-mail NLT 10 July.

Contact : 【2023 Summer Internship Application Only】

Phone : 046-407-5455/046-407-4220

E-mail : usarmy.zama.imcom.mbx.usag-japan-media@army.mil

Please note that we will not be able to respond to any questions regarding the selection process or results

Positions offered in the 2023 Summer Internship Program

※All positions are located in Camp Zama, except for the one on the top in red.

※Internship hours and job description might be adjusted by the units.

Position	Unit Department	Brief Job Description	Internship Hours
#1. General Engineering Assistant	USAG Japan Directorate of Public Works (DPW) Engineering Services Branch *This position is located in Kure, Hiroshima	Assists multidisciplinary engineering staff with various tasks, including site surveys, document review, photo documentation, and translation (verbal and written). Assists with administrative tasks such as filing, making copies, scanning documents, distributing documents and equipment. Shadows different engineers (architect, civil, mechanical, electrical, and others) with varied disciplines and learn multiple aspects of project management and planning. Attends meetings and prepare meeting minutes.	Mon-Fri 9:00 – 15:00
#2. General Engineering Assistant	USAG Japan Directorate of Public Works (DPW) Engineering Services Branch Camp Zama	Assists multidisciplinary engineering staff with various tasks, including site surveys, document review, photo documentation, and translation (verbal and written). Assists with administrative tasks such as filing, making copies, scanning documents, distributing documents and equipment. Shadows different engineers (architect, civil, mechanical, electrical, and others) with varied disciplines and learn multiple aspects of project	Mon-Fri 9:00 – 15:00

		management and planning. Attends meetings and prepare meeting minutes.	
#3. Engineering & Architecture Assistant	US Army Corps of Engineers Engineering Division	Basic review of contractor submittals; performing construction site inspections, technical and safety-related inspections; documentation of findings, photography and report writing, file management, review of design drawings and shop drawings, spreadsheet development, and meeting attendance. Assists various aspects of engineering projects such as preparing analysis and calculations using standard mathematical engineering formulas and standards, researching, and collecting technical data.	Mon-Fri 8:00 – 16:30
#4. Construction Project Engineers Assistant	US Army Corps of Engineers Kanagawa Resident Office	Assists Project Engineers and Quality Assurance Representatives with office engineering and field observations. Reviews and interprets construction documents such as drawings, specifications, submittals, RFIs, modification documents, etc. Performs site visits (taking photos and writing reports) and provides interpretation/translation support. Learns and utilizes various software and programs. Perform other general administrative/clerical work	Mon-Fri 9:00 – 16:00

#5. Social Media Assistant	US Army Corps of Engineers Public Affairs	Assists creating content in English for social media (Facebook), creating content in Japanese for social media (Twitter). Supports general administrative/clerical work.	Mon-Fri 9:00 – 16:00
#6. Medical Assistant	MEDDAC-Japan Camp Zama	Shadows and assists medical personnel to include pharmacy, nursing, medics, optometry, lab, radiology, translation services, public health, nutrition, dental, and physical therapy. Works with different medical specialties to gain experience and knowledge in the medical field.	Mon-Fri 9:00 – 16:00
#7. Biology (Entomology) Assistant	Public Health Command -Pacific	Assists with arthropod collection, identification, analysis, display, development of educational products for the community to include graphic displays and arthropod display boxes. Surveillances for invasive species and vectors of medical concern. Participates in public health outreach events.	Mon-Fri 9:00 – 16:00
#8. Molecular Biology Laboratory Assistant	Public Health Command -Pacific Environmental Molecular Biology Laboratory	Assists molecular biology laboratory with tasks such as DNA and RNA extraction of environmental and biological samples. Polymerase Chain Reaction (PCR) assays for the detection of pathogens in environmental, arthropod, and human samples. Library preparation and Next-Generation Sequencing (NGS) of samples. Bioinformatics analysis of NGS data.	Mon-Fri 9:00 – 16:00

#9. Chemist Assistant	Public Health Command -Pacific	Learns and observes qualified Chemist analyze Drinking Water samples for the presence of hazardous chemicals and substances in accordance with Environmental Protection Agency (EPA) Methods. Performs separations, extractions, and other sample preparation techniques. Utilizes a diverse array of instruments which include Gas Chromatography (GC), Liquid/Ion Chromatography (LC/IC), and GC Mass Spectrometry (GC-MS). Assists login and process incoming in-house and contract samples.	Mon-Fri 9:00 – 16:00
#10. Operational Planning Clerk	USARJ G4 Plans, Operations, and Exercise Division	Assists with managing the Division calendar and de-conflicting competing events, managing the administrative and mandatory training certification tracker, developing and maintaining the department's Continuity Book. Inventories/tracks the branch equipment.	Mon-Fri 8:00 – 16:45
#11. Traffic Analyst	USARJ G4 Transportation Division	Assists with planning and controlling highway transportation/movements of freight from activities located within Camp Zama and surrounding area to aerial/water ports and within the Kanto plain area.	Mon-Fri 8:00 - 16:45

#12. IT Assistant	USARJ G6	Assists with computer imaging processes, hardware inventory and pack out. Installs, relocates and receives hardware either for turn-in or issuance.	Mon-Fri 9:00 – 16:00
#13. Administrative Assistant	USARJ G6	Assists with variety of administrative and secretarial support such as receiving phone calls and visitors, tracking staff schedule, maintaining documents, arranging transportation and providing language support.	Mon-Fri 9:00 – 16:00
#14. Public Affairs Assistant	USAG Japan/ USARJ Public Affairs	Assists with general public affairs program with various clerical tasks such as Producing Internal Program (photo/video taking, editing, event coordination/ execution) Provides general administrative/clerical work support, language support (English to Japanese and vice versa), escort, and translation of news articles, and other documents.	Mon - Fri 9:00 – 16:00
#15. Information Technology Assistant	USAG Japan Information Management Offices/S6	Assists Information Technology (IT) Asset Inventory – Issue, receipt and Turn in of IT equipment. Database input. Troubleshooting Software and Hardware issues. Brain storm with the team for possible IT solutions. Provides input with regards to the SharePoint portal design.	Mon - Fri 9:00 – 15:00

#16. Command Group Admin Assistant	USAG Japan Command Team	Assists with administrative tasks such as answering phone calls, organize documents and equipment, helping plan events, and attending meetings	Mon-Fri 10:00-15:00
#17. Fitness Assistant	USAG Japan DFMWR Yano Fitness Center	Provides customer service (internal/external) at the Yano Fitness Center. Front desk duty, attending meetings, making reports, stock/supply control, cleaning, and sanitize fitness and office items. Assists front line staff in daily operation of the Yano Fitness Center.	Mon - Fri 9:00 – 17:00
#18. Community Service Assistant	USAG Japan DFMWR Army Community Service	Greets customers and answers inquiries, translates, and creates a welcoming environment. Answers phone calls, takes messages and transfer to appropriate coworkers. Provides general clerical and administrative support. Assists with researching and developing cultural guides with information on off post activities for client information.	Mon - Fri 8:00 – 17:00
#19. Marketing Assistant	USAG Japan DFMWR Marketing office	Conducts webpage and social media updates, assists in the production of print media, participates in advertising and sponsorship meetings, onsite support for DFMWR events and in other activities.	Mon – Fri 9:00-16:30

#20. Library Assistant	USAG Japan DFMWR Zama Library	Assists with Library Program with various clerical tasks such as filing, compilation of bibliographies, book displays, and processing of library materials. Works with staff at circulation desk & assists with development of the library collection - books about Japan & children's books in Japanese.	Mon - Fri 10:00 - 14:00
#21. Administrative Assistant	USAG Japan DFMWR Community Club	Works under close supervision and in a developmental capacity performing assignments and completing training to gain the knowledge and skills necessary to perform the duties of an Administrative Assistant. Intern will conduct clerical and administrative support, as well as customer service and cashier shadowing to get an idea of operations.	Mon - Fri 9:00 - 15:00
#22. Plan and Operations Assistant	USAG Japan Directorate of Plans, Trainings, Mobilization and Security (DPTMS)	Provides assistance to manage installation tasks, develop and staff operations orders, and maintain the Plans and Operation Division's Common Level of Support (CLS) data and performance metrics.	Mon-Fri 9:00 – 16:00
#23. Emergency Services Assistant	USAG Japan Directorate of Emergency Services (DES)	Works alongside first responder and administrative teams, supports and learns Administration, Law Enforcement & Security, Fire & Emergency Services, Public Safety Communications & Interpreters, and more. Assists with analyzing, developing, recommending, and administering	Mon-Fri 9:00 – 16:00

		management, logistics, record keeping, scheduling, training management. Assists in communicating with various government offices, regional partners, and internal stakeholders. Learns information and gain experience on the duties of Security Guards, Military Police, Dispatchers, Interpreters, and Firefighters and others.	
#24. Mail Clerk & Supervisor Assistant	USAG Japan DHR Postal Service Division	Assist with unloading mail from trucks, handling and Sorting packages, presorting letters and magazines, transferring mail from Post Office to Mailroom, scanning and printing out mail delivery labels utilizing hand held computer and affixes to packages. Places letters mail and magazines into individual customer's mailbox. Mail runs, mail collection boxes. Directory Mail Service procedures and processes. Assists with work schedules and sequence of operations project, establishing processes and procedures for segments of the operation and cross trains personnel, daily operational and weekly regulatory inspections of the Camp Zama mail room. Checks working condition and performs equipment inspections with staff.	Mon-Fri 9:00 – 16:00
#25. EEO Assistant	USAG Japan Equal Employment Opportunity (EEO)	Performs a variety of general clerical and administrative duties and assists other type operation in accordance with well-established policies, procedures and techniques. Provides assistant to the EEO Manager. Answers	Mon – Fri 8:30-11:30

		telephonic or personal queries. Fills a wide variety of standard or special forms or composes letters.	
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