



2023-2024 Japan Bowl Interns

This internship position is offered in the following terms: Fall-Spring, Winter-Spring, Summer only, Fall only. The terms for the internship are outlined below. Internship Start and end dates are negotiable, however all interns for the Fall-Spring term and the Winter-Spring term may not end their internship until one week after the end of the National Japan Bowl Competition and are expected to be available in person for both days of the competition (April 13-14, 2023).

During the Fall, Winter, and Spring terms, interns will be assigned to one of three specific roles: Competition, Registration, and Outreach

Summer 2023 Only

Approx Start: June 2023

Approx End Date: Late August 2023

Fall 2023 Only

Approx Start: mid-September 2022

Approx End Date: December 20, 2022

Fall-Spring 2023-2024

Approx Start: mid-September 2022

Approx End Date: April 20, 2023 (at least one week after the completion of the National Japan Bowl competition)

Winter-Spring 2024

Approx Start: January 2023

Approx End Date: April 20, 2023

Requirements:

- Strong understanding of both English and Japanese
- Strong English-language writing skills
- Strong understanding of PowerPoint and familiarity with Microsoft Office
- Interest in Japanese language education

General Intern Responsibilities

- Assist in organizational tasks to prepare for the competition
- Assist with inventory and storage of Japan Bowl supplies
- Assist with maintenance of the Japan Bowl Question Database and Textbook Catalog
- Assist with other Society tasks as needed
- Monitor the Japan Bowl email and answer inquiries about the competition
- Place orders for competition supplies
- Prepare surveys for participants and analyze results
- Analyze competition and question data



Additional Competition intern expectations:

- Assist in reviewing, editing, fact-checking, and finalizing the questions and PowerPoint presentations for the competition
- Create answer sheets and judges' keys that correspond to the questions
- Assist in maintaining up to date Japan Bowl Resources and make updates to the Japan Bowl study guide and official resources as necessary
- Assist the Japan Bowl Director and Japan Bowl assistant in setting up competition rooms for the preliminary and championship rounds (work with AV in the setup of all projectors and videos)

Additional Registration intern expectations:

- Assist in maintaining the Japan Bowl Registration applications and database for schools and observers and contact teachers for missing information
- Coordinate Conversation Round matching and competition room table placements
- Assist in coordinating sleeping arrangements and meal requests for participants and observers with the competition venue
- Assist in overseeing day-of event check-in for schools and observers

Additional Outreach intern expectations:

- Assist Japan Bowl Director and Assistant in recruiting, training, and organizing volunteers and serve as point of contact for day-of volunteers
- Assist with recruitment of workshop presenters and performers and coordinate with them on needs for set-up
- Maintain internal Japan Bowl Alumni database and recruit panelists for the Alumni Career and College Panel
- Assist the Communications Director in creating Japan Bowl promotional material and outreach flyers