

USAG DAEGU INTERNSHIP PROGRAM | Spring 2019; March- Aug

| Agency | # of Interns Requested | Job Description | Requirements | Location | Hours |
|---|------------------------|---|---|----------|--|
| USAG Daegu Intern Coordinator **Supervision under the Education Services Officer (ESO)** | 1 | <p>** Act as a liaison between the Intern Program Manager and Interns in support of providing the Intern Program Manager with administrative and logistical duties, as applicable**</p> <ul style="list-style-type: none"> - Maintain intern records, collect and verify accurate intern hours and input data into interns' file -Work with the Intern Program Manager in coordinating monthly Intern training | <ul style="list-style-type: none"> - Preferred Major: Any - Proficient in both English and Korean -Translate documents -Organizational skills - Computer skills (Word, PowerPoint, Excel) | Henry | M-F 0800 – 1700 No Weekends or Escort Privileges |
| Daegu Middle/High School | 8 | <ul style="list-style-type: none"> - Assist teachers with class preparation - Help instructors grade some student class work and stay organized. - Assist academically struggling students in the classroom - Help organize off-base field trips | <ul style="list-style-type: none"> - Preferred Major: Any -Prefer a good understanding of both the English and Korean languages - Organization skills - Prefer an outgoing personality with a strong work ethic | Walker | M-F 0810 – 1610 No Weekends Escort Privileges for only 2 Interns |
| DAS (Daegu Elementary School) | 8 | <ul style="list-style-type: none"> - Assist teachers in preparing materials for class lessons -Assist struggling students in the classroom - Translate documents from English to Korean and vice versa - Assist with grading some student work | <ul style="list-style-type: none"> -Preferred Major: Education/ English Literature/ Psychology/ Child Development -Prefer a good command of both the English and Korean languages -Enjoy working with children of all ages -Ability to work in a culturally diverse environment | George | M-F 0710 -1510 No Weekends or Escort Privileges |

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| MSCK – GNP SPC (Assistant Good Neighbor Program Specialist) | 1 | <ul style="list-style-type: none"> - Assist in developing and managing the Good Neighbor Policy and program initiatives throughout the Republic of Korea - Perform written and oral translation from English into Korean and vice versa during office calls, meetings and program events - Serve as an interpreter to assist the Good Neighbor Specialist | <ul style="list-style-type: none"> - Prefer a good command of both the English and Korean languages - Computer Skills (Word, Power point, Access) | Carroll | M-F 0800-1700 <i>Occasional Weekends as needed AND Escort Privileges</i> |
| Broadcast Specialist (AFN) | 2 | <ul style="list-style-type: none"> -Assist in developing daily radio scripts and radio commercials known as the Korea Update -Capture images of events or stories to be aired on television as Pacific Update or Pacific Spot | <ul style="list-style-type: none"> -Preferred Major: Broadcasting/Journalism/Communications - Prefer a good command of both the English and Korean languages - Audio and Video editing | Walker | M-F 0800-1700 <i>Occasional Weekends as needed AND Escort Privileges</i> |
| IMCOM PAO (Public Affairs Office) | 2 | <ul style="list-style-type: none"> - Translate current news articles; learn logistics of journalism and photography - Writing, interviewing and editing stories - Take photos, attend different unit events during the duty day as a public affairs representative and as a translator | <ul style="list-style-type: none"> -Preferred Major: Communications; <i>but not required</i> - Prefer a good command of both the English and Korean languages -Excellent writing skills | Henry | M-F 0800-1700 <i>Occasional Weekends as needed AND Escort Privileges</i> |
| 19th ESC – G9 | 3 | <ul style="list-style-type: none"> -Provide administrative support and clerical functions in the G9 office - Assist with implementing Good Neighbor Program (GNP) activities; identify applicability for the office and inform the supervisor of any issues and/or concerns of duties assigned with no PII involved | <ul style="list-style-type: none"> - Prefer a good command of both the English and Korean languages. - Computer Skills (Word, PowerPoint, Excel) | Henry | M-F 0700-2000 <i>Occasional Weekends as needed AND Escort Privileges</i> |

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| 19th ESC – JAG | 1 | <ul style="list-style-type: none"> - Assist with a variety of legal work involved with providing assistance in the research, collection and interpretation of both Korean and US laws, administrative decrees, and the US/ROK Status of Force Agreement - Translate between Korean and English during interrogations at Korean National Police offices and Daegu Prosecutors’ Office -Interns will not have access or handle any PII or PHI -Duties and assignments will not contain PII or PHI | <ul style="list-style-type: none"> - Preferred Major: Law or plans to go to Law school - Prefer a good command of both the English and Korean languages. - Computer Skills (Word, PowerPoint, Excel) - Good Customer service skills | Henry | M-F 0800-1700 <i>Occasional Weekends as needed AND Escort Privileges</i> |
| DHR-Admin Services (Director of Human Resources) | 1 | <ul style="list-style-type: none"> -Perform a variety of standard clerical and administrative duties relative to the operation of the office and the Chief of Admin Services -Establishes and maintains files and records in accordance with requirements -Make arrangements for and schedules meetings, briefings, luncheons and conferences -Interns will not have access or handle any PII or PHI -Duties and assignments will not contain PII or PHI | <ul style="list-style-type: none"> -Preferred Major: Any - Prefer a good command of both the English and Korean languages. - Computer Skills (Word, PowerPoint, Excel) | Henry | M-F 0800-1700 <i>No Weekends or Escort Privileges</i> |
| VISC - Visual Aid (Graphic Illustrator and Customer Service) | 1 | <ul style="list-style-type: none"> - To provide graphic support for Area IV - Assigned with weekly/monthly graphic duties to include but no limited to studio photography, graphic design and production, multimedia, video and audio production. | <ul style="list-style-type: none"> - Preferred Major: Web Design or Graphic Design -Prefer a Good command of the English Language. - Computer Skills (Adobe Photoshop, Adobe Illustrator) | Henry | M-F 0800-1700 <i>No Weekends or Escort Privileges</i> |

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| PAIO (Management Analyst Intern) | 1 | <ul style="list-style-type: none"> - To assist the Plans, Analysis, and Integration Office/Director with programs -Provide support directly to the USAG Daegu Command Group -Gather statistical data (No PII involved), analyze and chart data for trends and relevance -Interns will not have access or handle any PII or PHI -Duties and assignments will not contain PII or PHI | <ul style="list-style-type: none"> -Preferred Major: Any -Good understanding of both the English and Korean Languages | Henry | M-F 0600-2000 <i>Occasional Weekends <u>as needed</u></i> |
| RMO (Management Analyst Assistant) | 1 | <ul style="list-style-type: none"> -Assist with performing administrative duties involved in the study, analysis, evaluation, development or improvement of managerial policies, practices, methods and procedures -Interns will not have access or handle any PII or PHI -Duties and assignments will not contain PII or PHI | <ul style="list-style-type: none"> -Preferred Major: Any -Good English skills, oral and in writing | Henry | M-F 0700-1700 <i>No Weekends or Escort Privileges</i> |

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| Safety Office (Safety & Occupational Health Specialist) | 1 | <ul style="list-style-type: none"> -Identify hazards and mitigate risks to prevent accidental injuries to personnel or damage to property -Conduct site inspections of facilities and events & coordinate training classes -Conduction local research on Korean safety standards and accidents | <ul style="list-style-type: none"> -Preferred Major: Any -Prefer a Good command of the English Language. -Translating and organization skills -Computer Skills -Good customer service | Henry | M-F 0800-1700 <i>Occasional Weekends as needed</i> |
| DPTMS (Operations Admin Assistant) | 1 | <ul style="list-style-type: none"> -Learn marketing and event planning for the Garrison -Learn military structure and technical guidance on translating documents -Assist with developing event fliers, ceremony programs and scripts in both English and Korean | <ul style="list-style-type: none"> -Preferred Major: Any -Good customer service | Henry | M-F 0800-1700 <i>Occasional Weekends as needed</i> |
| IMCOM IMO (IMO Customer Service Assistance) | 1 | <ul style="list-style-type: none"> -Assist IMO Chief & IT Specialist by assisting user on how to properly complete AUP & DD Form 2875 (forms do not have PII information) -Assist with equipment inventory, create databases, learn imaging procedures & issue equipment -Provide customer service by answering phones, messages and referencing policy -Interns will not have access or handle any PII or PHI -Duties and assignments will not contain PII or PHI | <ul style="list-style-type: none"> -Preferred Major: Business Administration -Prefer a good command of the English and Korean languages -Computer Skills -Customer service skills | Henry | M-F 0800-1700 <i>No Weekends or Escort Privileges</i> |

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| <p>403rd Army Field Support Brigade</p> <p>(Logistics & Supply Management Specialist)</p> | <p>2</p> | <ul style="list-style-type: none"> -Assist with daily tasks in support of the internal logistics program, supply & services, transportation, and property accountability -Prepare Power Point briefings in support of training -Interns will not have access or handle any PII or PHI -Duties and assignments will not contain PII or PHI | <ul style="list-style-type: none"> -Preferred Major: Business Administration -Prefer a good command of the English and Korean languages -Computer Skills -Customer service skills | <p>Henry</p> | <p>M-F 0800-1700</p> <p><i>Occasional Weekends as needed</i></p> |
| <p>FRG; 25th Trans (Family Readiness Group)</p> | <p>1</p> | <ul style="list-style-type: none"> -Assist with the administrative duties related to disseminating information. -Communicate and collaborate with family and Soldiers' to provide ideas and interests about fun events. -Discuss proposed events with FRG and leaders. | <ul style="list-style-type: none"> -Prefer a good command of both the English and Korean languages | <p>Henry</p> | <p>MON-FRI 8am–5pm</p> |
| <p>BN PAO; 25th Trans (Public Affairs Intern)</p> | <p>1</p> | <ul style="list-style-type: none"> -Translate news articles -Attend BM and unit events to take photos, interview and write stories -Post photos and articles on the 25th Trans BN Facebook | <ul style="list-style-type: none"> Preferred Major: Journalism or Photography -Preferred Skills: Prefer a good command of both the English and Korean languages | <p>Henry</p> | <p>MON-FRI 8am–5pm</p> |

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| Camp Henry Education Center | 1 | <ul style="list-style-type: none"> -Assist the Education Services Officer with marketing and drafting information papers and pamphlets for distribution in Area IV -Assist with updating Area IV Ed Center SOP's | <ul style="list-style-type: none"> -Prefer a Good command of the English Language. -Translating and organization skills -Computer Skills | Henry | MON-FRI 8am–5pm |
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