

# USAG DAEGU INTERNSHIP PROGRAM

Spring 2019; March- Aug

Agency	# of Interns Requested	Job Description	Requirements	Location	Hours
<b>USAG Daegu Intern Coordinator</b>  <b>**Supervision under the Education Services Officer (ESO)**</b>	<b>1</b>	<b>** 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**</b> - 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	- Preferred Major: Any - Proficient in both English and Korean -Translate documents -Organizational skills - Computer skills (Word, PowerPoint, Excel)	Henry	M-F 0800 – 1700  <b>No Weekends or Escort Privileges</b>
<b>Daegu Middle/High School</b>	<b>8</b>	- 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	- 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  <b>No Weekends Escort Privileges for only 2 Interns</b>
<b>DAS (Daegu Elementary School)</b>	<b>8</b>	- 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	-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  <b>No Weekends or Escort Privileges</b>

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<b>MSCK – GNP SPC (Assistant Good Neighbor Program Specialist)</b>	<b>1</b>	<ul style="list-style-type: none"> <li>- Assist in developing and managing the Good Neighbor Policy and program initiatives throughout the Republic of Korea</li> <li>- Perform written and oral translation from English into Korean and vice versa during office calls, meetings and program events</li> <li>- Serve as an interpreter to assist the Good Neighbor Specialist</li> </ul>	<ul style="list-style-type: none"> <li>- Prefer a good command of both the English and Korean languages</li> <li>- Computer Skills (Word, Power point, Access)</li> </ul>	Carroll	M-F 0800-1700  <b><i>Occasional Weekends as needed AND Escort Privileges</i></b>
<b>Broadcast Specialist (AFN)</b>	<b>2</b>	<ul style="list-style-type: none"> <li>-Assist in developing daily radio scripts and radio commercials known as the Korea Update</li> <li>-Capture images of events or stories to be aired on television as Pacific Update or Pacific Spot</li> </ul>	<ul style="list-style-type: none"> <li>-Preferred Major: Broadcasting/Journalism/Communications</li> <li>- Prefer a good command of both the English and Korean languages</li> <li>- Audio and Video editing</li> </ul>	Walker	M-F 0800-1700  <b><i>Occasional Weekends as needed AND Escort Privileges</i></b>
<b>IMCOM PAO (Public Affairs Office)</b>	<b>2</b>	<ul style="list-style-type: none"> <li>- Translate current news articles; learn logistics of journalism and photography</li> <li>- Writing, interviewing and editing stories</li> <li>- Take photos, attend different unit events during the duty day as a public affairs representative and as a translator</li> </ul>	<ul style="list-style-type: none"> <li>-Preferred Major: Communications; <b><i>but not required</i></b></li> <li>- Prefer a good command of both the English and Korean languages</li> <li>-Excellent writing skills</li> </ul>	Henry	M-F 0800-1700  <b><i>Occasional Weekends as needed AND Escort Privileges</i></b>
<b>19th ESC – G9</b>	<b>3</b>	<ul style="list-style-type: none"> <li>-Provide administrative support and clerical functions in the G9 office</li> <li>- 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</li> </ul>	<ul style="list-style-type: none"> <li>- Prefer a good command of both the English and Korean languages.</li> <li>- Computer Skills (Word, PowerPoint, Excel )</li> </ul>	Henry	M-F 0700-2000  <b><i>Occasional Weekends as needed AND Escort Privileges</i></b>

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

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<b>MSCK- GNP</b>  <b>( Assistant Good Neighbor Program Specialist )</b>	<b>1</b>	<ul style="list-style-type: none"> <li>- Assist in developing and managing the Good Neighbor Policy and program initiatives throughout the Republic of Korea</li> <li>- Perform written and oral translation from English into Korean and vice versa during office calls, meetings and program events</li> <li>- Serve as an interpreter to assist the Good Neighbor Specialist</li> </ul>	<ul style="list-style-type: none"> <li>- Prefer a good command of both the English and Korean languages</li> <li>- Computer Skills (Word, Power point, Access)</li> </ul>	Carroll	M-F 0800-1700  <b><i>Occasional Weekends as needed AND Escort Privileges</i></b>
<b>PAIO</b> <b>(Management Analyst Intern)</b>	<b>1</b>	<ul style="list-style-type: none"> <li>- To assist the Plans, Analysis, and Integration Office/Director with programs</li> <li>-Provide support directly to the USAG Daegu Command Group</li> <li>-Gather statistical data (No PII involved), analyze and chart data for trends and relevance</li> <li>-Interns will not have access or handle any PII or PHI</li> <li>-Duties and assignments will not contain PII or PHI</li> </ul>	<ul style="list-style-type: none"> <li>-Preferred Major: Any</li> <li>-Good understanding of both the English and Korean Languages</li> </ul>	Henry	M-F 0600-2000  <b><i>Occasional Weekends as needed</i></b>
<b>RMO</b> <b>(Management Analyst Assistant)</b>	<b>1</b>	<ul style="list-style-type: none"> <li>-Assist with performing administrative duties involved in the study, analysis, evaluation, development or improvement of managerial policies, practices, methods and procedures</li> <li>-Interns will not have access or handle any PII or PHI</li> <li>-Duties and assignments will not contain PII or PHI</li> </ul>	<ul style="list-style-type: none"> <li>-Preferred Major: Any</li> <li>-Good English skills, oral and in writing</li> </ul>	Henry	M-F 0700-1700  <b><i>No Weekends or Escort Privileges</i></b>

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

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

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