

USAG DAEGU INTERNSHIP PROGRAM 2014

Agency	#	Job description	Requirements	Location	Hours
ACS-EMP (Army Community Service)	1	<ul style="list-style-type: none"> - To proactively assist and support the Employment Readiness Program Manager (ERMP). - Assist in maintaining an accurate and updated list of jobs in the job bank database and on the job bulletin board. - Assist with budgeting, forecasting, constructing expenditures, completing transactions using required on-line systems. 	<ul style="list-style-type: none"> - Preferred Major: Business Administration - Results orientated and quick analytical thinker. 	Henry	MON-FRI 8am-5pm
ACS-Intern Coordinator (Army Community Service)	1	<ul style="list-style-type: none"> - Act as liaison between Intern Program Managers and Interns and support the Intern Program Managers with administrative duties. - Assist in keeping intern records and collecting accurate intern hours, input data into interns file. - Work with Intern Program Managers with the coordination of the intern monthly meetings. 	<ul style="list-style-type: none"> - Preferred Major: Social Science/ English - Prefer a good command of both the English and Korean languages. - Computer skills (Word, PowerPoint, Excel). 	Henry	MON-FRI 8am-5pm
ACS-I&R (Army Community Service)	1	<ul style="list-style-type: none"> - To assist the Information & Referral (I&R) Program Manager. - Greet customers and answer incoming phone calls. - Handle in and out processing paperwork for Soldiers. - Facilitate Basic Korean Language Class to Community twice per week. 	<ul style="list-style-type: none"> - Preferred Major: English/Tourism/International Studies - Prefer a good command of both the English and Korean languages. - Customer service oriented. - Computer skills (Word, PowerPoint, Excel). 	Henry	MON-FRI 8am-5pm Subway tour one Saturday per month
ACS-FAP (Army Community Service)	1	<ul style="list-style-type: none"> - To provide general clerical support for the Family Advocacy Program (FAP). - Requires working with children and adults. - Help maintain filing/ inventory system. - Assist with workshops, trainings and special events. 	<ul style="list-style-type: none"> - Preferred Major: Education/Counseling/Early childhood/Liberal Arts - Must like working with children, will participate in weekly playgroups. - Creative thinker, able to research and retrieve information. - Computer skills (Word, PowerPoint, Excel). 	Henry	MON-FRI 8am-5pm Weekends: As Needed
ACS-FRP (Army Community Service)	1	<ul style="list-style-type: none"> - To assist the Financial Readiness Program (FRP) Manager and Army Emergency Relief (AER) Officer with daily duties. - Perform administrative/clerical duties to include typing, copying and filing. - Prepare and organize learning materials for FRP classes. 	<ul style="list-style-type: none"> - Preferred Major: Economics/English - Prefer a good command of both the English and Korean languages. - Computer skills (Word, PowerPoint, Excel, Publisher). - Customer service oriented. 	Henry	MON-FRI 8am-5pm

USAG DAEGU INTERNSHIP PROGRAM 2014

ACS-CC(Carroll) (Army Community Service)	2	<ul style="list-style-type: none"> - To assist the Camp Carroll ACS staff with daily duties. - Assist with Newcomer Orientations and Unit Strategy Service visits. - Handle in and out processing paperwork for Soldiers. 	<ul style="list-style-type: none"> - Preferred Major: Business/Management/Marketing/English/Social Services - Prefer a good command of both the English and Korean languages. - Computer Skills (Word, PowerPoint, Excel). 	Carroll	MON-FRI 8am-5pm
BOSS	1	<ul style="list-style-type: none"> - To assist the BOSS (Better Opportunities for Single Soldiers) program and to support other Community Recreation Division (CRD) programs such as Entertainment, Special Events, and Outdoor Recreation. - Help plan, coordinate, and administer BOSS Programs and Special Events with MWR staff. 	<ul style="list-style-type: none"> - Prefer a good command of both the English and Korean languages; speak, read and write. - Customer service oriented. - Computer skills (Word, PowerPoint, Excel). 	Walker	MON-FRI 8am-5pm Weekends: As Needed
Services	1	<ul style="list-style-type: none"> - Assist the Chief and Supply & Transportation Team Leaders in the preparation of driver schedules, the receiving, processing and answering of a variety of transportation documents as well as purchase and supply requests. 	<ul style="list-style-type: none"> - Preferred Major: Business/Business Administration - Prefer a good command of both the English and Korean languages. - Computer skills (Word, PowerPoint, Excel). 	Henry/ Walker	MON-FRI 8am-5pm
Chapel	1	<ul style="list-style-type: none"> - To assist the Chapel personnel with daily duties. - Perform a variety of administrative functions essential to the direction and operation of the Chaplain program. - Assist the Chaplain in the preparation of religious material and supplies. 		Walker	MON-FRI 8am-5pm Weekends: As Needed
DHR-Admin Services (Director of Human Resources)	1	<ul style="list-style-type: none"> - To assist the Chief of Admin Services and the Management Analyst. - Perform a variety of standard clerical and administrative duties relative to the operation of the office. - Make arrangements for and schedules meetings, briefings, luncheons and conferences. 	<ul style="list-style-type: none"> - Prefer a good command of both the English and Korean languages. - Computer Skills (Word, PowerPoint, Excel). 	Henry	MON-FRI 8am-5pm
DHR-Post Office (Director of Human Resources)	1	<ul style="list-style-type: none"> - Support postal operations: processing mail and delivery to customers. - Scanning, filling out appropriate documentation, place mail in PSC boxes and issue mail to customers at the pick-up window. 	<ul style="list-style-type: none"> - Requires ability to lift up to 70lbs packages. - Prefer a good command of both the English and Korean languages. 	Walker	MON-FRI 8am-5pm

USAG DAEGU INTERNSHIP PROGRAM 2014

DHR-ASAP (Director of Human Resources)	1	<ul style="list-style-type: none"> - Assist in the development of local on-going substance abuse prevention programs involving youth, parents, and other concerned adults from the surrounding civilian communities. - To assist Soldiers in process and out process the ASAP office. - Monthly newsletter and administrator for ASAP Facebook page. 		Henry	MON-FRI 8am-5pm
DPW - BO&I	1	<ul style="list-style-type: none"> - To assist the Business Operations Integration Division as a Work Order Clerk. - Required to receive calls, greet visitors, and conduct preliminary interviews of customer to determine type and nature of calls. - Help receive and record trouble tickets for the Cp. Henry Work Order Desk for customers of Area IV. 	<ul style="list-style-type: none"> - Prefer a good command of both the English and Korean languages. - Computer Skills (Word, PowerPoint, Excel). - Customer service oriented. 	Henry	MON-FRI 8am-5pm
DPW - Design Eng	1	<ul style="list-style-type: none"> - As a Mechanical Engineer shall practice basic mechanical engineering studies in building construction field. - Conduct construction site surveys with senior engineers. - Calculate basic design calculation of plumbing and HVAC capacities. 	- Preferred Major: Mechanical Designing	Walker	MON-FRI 8am-5pm Weekends: As Needed
DPW - Env-CC	1	<ul style="list-style-type: none"> - To assist the Environmental Engineer/Environmental Protection Specialist to perform a variety of duties associated with environmental management program. - Work translating documents from English to Korean. - Work several Environmental projects developing and updating environmental management plans and other environmental tasks. 	<ul style="list-style-type: none"> - Preferred Major: Environmental Engineer studies - Prefer a good command of both the English and Korean languages. - Computer Skills (Word, PowerPoint, Excel). - Customer service oriented. 	Carroll	MON-FRI 8am-5pm
DPW - Project Mgt	1	<ul style="list-style-type: none"> - To assist the Project Management Branch, Engineering Division. - Assist verifying all governing criteria, codes, policies, and regulations required to execute facility renovation/construction projects. - Assist maintaining project information. 	<ul style="list-style-type: none"> - Preferred Major: Civil/Architect/Mechanical/Electric Engineering - Prefer a good command of both the English and Korean languages. - Computer Skills 	Henry	MON-FRI 8am-5pm

USAG DAEGU INTERNSHIP PROGRAM 2014

DPW - Engineering Technician Assistant/ Energy Manager Assistant	1	<ul style="list-style-type: none"> - Assist gathering energy/utilities usage and cost data and need to arrange of that data prior to report to other offices. - Serve as assistant of the Energy Manager and/or Engineering Technicians. 	<ul style="list-style-type: none"> - Preferred Major: Engineering/Environmental 	Walker	MON-FRI 8am-5pm Weekends: As Needed
DPW - Engineer Technician	1	<ul style="list-style-type: none"> - To proactively assist and support the DPW mission under the Operations and Maintenance Division. - Assist in maintaining an accurate filing system; and make input into the inventory tracking system accordingly. - Assist in translating documents from Hangul to English and vice versa. Serve as Interpreter during meetings held with employer representatives and agency officials in the local economy. 	<ul style="list-style-type: none"> - Preferred Major: Civil Engineer - Result-orientated quick analytical thinker 	Walker	MON-FRI 8am-5pm
Housing - FMB Customer Service	1	<ul style="list-style-type: none"> - To manage the Furnishings Management Branch (FMB) scheduling for government furniture pick-up and delivery and assist the Lead, FMB. - Schedule appointments for government furniture pick-up and delivery. - Assist customer services, ability to talk directly with customers, handle telephone inquiries regarding the furnishings questions. 	<ul style="list-style-type: none"> - Prefer a good command of both the English and Korean languages. - Computer Skills (Word, PowerPoint, Excel) - Good Customer Service Skills 	Henry	MON-FRI 8am-5pm
Housing - Assistant Clerk	1	<ul style="list-style-type: none"> - To assist with the Housing Service Office off-post homes inspection and lease contract scheduling and assist the Housing Manager. - Assist customer services, ability to talk directly with customers, handle telephone inquiries regarding the housing questions. 	<ul style="list-style-type: none"> - Prefer a good command of both the English and Korean languages. - Computer Skills(Word, PowerPoint, Excel) - Good Customer Service Skills 	Henry	MON-FRI 8am-5pm
Housing - Camp Carroll	1	<ul style="list-style-type: none"> - To manage the Housing Service Office off-post homes inspection and lease contract scheduling and assist the Housing Manager. - Schedule appointments for off-post home inspection and lease contract. - Assist customer services, ability to talk directly with customers, handle telephone inquiries. 	<ul style="list-style-type: none"> - Prefer a good command of both the English and Korean languages. - Computer Skills (Word, PowerPoint, Excel) 	Carroll	MON-FRI 8am-5pm

USAG DAEGU INTERNSHIP PROGRAM 2014

IMCOM PAO	2	<ul style="list-style-type: none"> - To assist with the daily support requirements of the Public Affairs Office and Community Information projects, events, and activities. - Assist with the planning, coordination and execution of the unit public affairs and community information program. - Carry out written and oral translation from English into Korean and vice versa, as deemed appropriate by the Public Affairs Officer (PAO). 	<ul style="list-style-type: none"> - Prefer a good command of both the English and Korean languages. - Good Computer Skills 	Henry	MON-FRI 8am-5pm Weekends: As Needed
CYSS - SAS	1	<ul style="list-style-type: none"> - To enhance the overall experience of the children enrolled in the Child Youth and School Services program. - Assist CYPA with lesson plans and teaching. 	<ul style="list-style-type: none"> - Preferred Major: Education/Family Science - Communication and Child Care Skills 	Walker	MON-FRI 9am-6pm Weekends: As Needed
CYSS - CDC (Child & Youth Program Aide)	2	<ul style="list-style-type: none"> - To allow the Interns to experience day to day duties and task performed by all levels of staff when operating and or working at an Army Child Development Facility. 	<ul style="list-style-type: none"> - Preferred Major: Education/Art/Business Management - Computer Skills (Word, PowerPoint, Excel) - Energetic and friendly personality 	Walker	MON-FRI 8am-5pm Weekends: As Needed
CYSS – Youth Center	1	<ul style="list-style-type: none"> - Administrative work. - Promote MS/T program providing appropriate information to parents & youth. - Help staff in areas of programming, performing, and marketing. 	<ul style="list-style-type: none"> - Preferred Major: English - Communication and Interaction skills 	Walker	MON-FRI, or TUE-SAT 8am-5pm Weekends: As Needed
Sports	1	<ul style="list-style-type: none"> - Assistant with the intramural sports programs and facility daily operations. - Work in the issue room, receive phone calls and direct the calls to the person that the customer wants to talk to. - Instruct new customers how to register in the RecTrac system. 	<ul style="list-style-type: none"> - Preferred Major: Business Management - Good communication skills 	Walker	MON-FRI 8am-5pm
Library	2	<ul style="list-style-type: none"> - To assist the library with the daily operational duties as directed by the supervisor. - Maintain the circulation desk, including checking items in and out, creating library accounts for new Patrons and collecting fees for copy and printing charges. 	<ul style="list-style-type: none"> - Preferred Major: Library information/science - Computer Skills (Word, PowerPoint, Excel) - Good customer service skills 	Walker/ Carroll	Walker: WED-MON(closed Tue) 10am-6pm Carroll: THUR-TUE 12pm-19pm

USAG DAEGU INTERNSHIP PROGRAM | 2014

USO (United Services Organization)	1	<ul style="list-style-type: none"> - Assist USO staff in coordinating both on-site center functions, as well as off-site program and marketing activities. - Assist in keeping records and reports for all center activities. - Work with Programs Coordinator in planning and coordinating monthly programs. 	<ul style="list-style-type: none"> - Preferred Major: Marketing/Communications/Event Planning - Computer Skills (Word, PowerPoint, Excel) 	Walker	MON-FRI 9am-6pm Weekends: As Needed
Safety Office	1	<ul style="list-style-type: none"> - Translate Safety documents from Korean to English and vice-versa. - Administrative duties such as typing, answering calls, making photocopies, etc. 	<ul style="list-style-type: none"> - Preferred Major: English/Engineering - Prefer a good command of both the English and Korean languages. 	Henry	MON-FRI 8am-5pm
MSCK - Asst CRS (Assistant Community Relations Specialist)	1	<ul style="list-style-type: none"> - To assist with the MSC-K Community Relations and Civil Affairs programs. - Serve as a community relations advisor with responsibility for planning, programming, coordinating and carrying out community relations activities generated by the presence of US forces in Korea. 	<ul style="list-style-type: none"> - Prefer a good command of both the English and Korean languages. - Computer Skills (Word, Power point, Access, Outlook) 	Carroll	MON-FRI 8am-5pm Weekends: As Needed
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, Outlook) 	Carroll	MON-FRI 8am-5pm Weekends: As Needed
MSCK- S6 (Assistant Information Technology Specialist)	1	<ul style="list-style-type: none"> -To assist with daily tasks and will prioritize and complete work orders, resolving customer questions or problems concerning Information Technology (IT) automation systems, software and/or hardware problems, password violations. - To Assist the IMO staff with producing technical documentation for the accreditation of network circuits. 	<ul style="list-style-type: none"> -Preferred Major: Education in IT, Computer Science - Both the English and Korean language - reading, oral and written. Knowledge of Microsoft Windows operating systems and Microsoft Office applications. 	Carroll	MON-FRI 8am-5pm

USAG DAEGU INTERNSHIP PROGRAM | 2014

MSCK - Shop Supply Division	1	<p>-To Perform Standard Army Maintenance System Installation Enhanced (SAMS IE) computer duties: Write receiving date on the multi pack and segregate received parts by size and weight. Certify National Stock Number (NSN), Document Number, Unit of Issue, Quantity and Condition Code matching with received documents.</p> <p>-Storage work duties: Conduct inventory count stocked parts in the storage. Stock parts to assigned proper locations or new locations for future requirements of Maintenance Shops.</p>	<p>-Both the English and Korean language - reading, oral and written.</p> <p>- Knowledge of Microsoft Windows operating systems and Microsoft Office applications.</p> <p>Operate Fork lift around working storage area.</p>		MON-FRI 9am-4pm
411 th - CSB	2	<p>- To assist the 411th Contracting Support Brigade with the daily duties and to support other duties as a Procurement Technician.</p> <p>- Perform a variety of clerical work involved in the contract administration of procurement activities.</p> <p>- Check contract documents and attached correspondence submitted by local contractors for completeness of information.</p>	<p>- Prefer a good command of both the English and Korean languages.</p> <p>- Computer Skills</p> <p>- Customer service skills</p>	Henry	MON-FRI 8am-5pm
AFN-D	1	<p>- To produce TV News Stories/ Spots for AFN Pacific.</p> <p>- To assist with live radio broadcast.</p> <p>- To produce Radio News Stories/ Spots for AFN Daegu.</p>	<p>- Preferred Major: Broadcasting/Journalism background</p> <p>- Prefer a good command of both the English and Korean languages.</p> <p>- Typing skills</p>	Walker	MON-FRI 8am-5pm Weekends: As Needed
DLA – Distribution Korea	1	<p>-To assist with the daily management of project paying attention to adherence of timelines.</p> <p>- To assist with production and distribution of publicity material.</p> <p>- To coordinate with other parties arranging and confirming site visits and meetings and if appropriate attending and recording these.</p> <p>- To assist with the coordination of events promoting projects.</p>	<p>- Prefer a good command of both the English and Korean languages.</p> <p>- Computer Skills: Power Point, Excel, and Word.</p>	Carroll	MON-FRI 8am-5pm

USAG DAEGU INTERNSHIP PROGRAM 2014

DLA – Energy Korea	3	<ul style="list-style-type: none"> - To assist the Logistics Division and the Management Support Division, Defense Logistics Agency Energy Korea. - Assist with the managing, organizing, controlling, and authorizing of all bulk aviation fuel, and Post, Camp and Station ground mobility fuel movements. - Perform duties for the improvement of administrative procedures and policies. 	<ul style="list-style-type: none"> - Preferred Major: Mechanical Engineer - Computer Skills(Word, PowerPoint, Excel) 	Walker	MON-FRI 8am-5pm
403 rd – S6	1	<ul style="list-style-type: none"> - To assist with the 403rd AFSB S6 program, Knowledge Management functions. - Assist with daily tasks and prioritize and complete work orders, resolving customer questions or problems concerning Information Technology (IT) automation systems, software and/or hardware problems, password violations. 	<ul style="list-style-type: none"> - Preferred Major: Computer Science - Basic computer skills 	Henry	MON-FRI 8am-4:30pm
403 rd - Logistics	1	<ul style="list-style-type: none"> - To assist with the 403rd AFSB S4 internal logistics program and assist BDE Property book Office functions. - Assist with daily tasks in support of the internal logistics program, supply & services, transportation, contract management, property accountability, and assist with facility management. 	<ul style="list-style-type: none"> - Preferred Major: Business Administration - Basic computer skills 	Henry	MON-FRI 8am-4:30pm
403 rd - LRC - Administrative Clerk (Logistics Readiness Center)	1	<ul style="list-style-type: none"> - To assist all administrative related functions to Director and the Administrative Specialist. - Select, rearrange, and consolidate data from a number of source documents based on instructions. - Route, control, and distribute office communication in accordance with established procedures and knowledge of the organization and assigned personnel. 	<ul style="list-style-type: none"> - Preferred Major: Secretarial Studies - Prefer a good command of both the English and Korean(especially grammar) languages. - General Clerical and Operations Skills 	Henry	MON-FRI 8am-4:30pm
DAS (Daegu Elementary/Middle School)	11	<ul style="list-style-type: none"> - Assist Teachers with lessons - Help the teacher stay organized and prepared in the classroom. - Translating documents from English to Korean and vice versa. - Play with children using educational games to reinforce concepts. 	<ul style="list-style-type: none"> - Preferred Major: Education/English Literature /English/Psychology/Fine Arts/Sciences/Child Development - Prefer a good command of both the English and Korean languages. - Should enjoy working with children of all ages. - Ability to work in a culturally diverse environment. 	George	MON-FRI 7:15am-3:15pm

USAG DAEGU INTERNSHIP PROGRAM 2014

DHS (Daegu High School)	2	<ul style="list-style-type: none"> - Customer service related duties. - Assist students and parents when signing in and out of school. - Translate documents when needed. 	<ul style="list-style-type: none"> - Prefer a good command of both the English and Korean languages. - Organization skills - Multi-tasker 	Walker	MON-FRI 7:30am–4:00pm Weekends: As Needed
CHPC (Hospital)	1	<ul style="list-style-type: none"> - To assist the promotion & Referral with Community Health Nurse (Health Promotion Coordinator) the duties. - Answer incoming phone calls, taking accurate messages for supervisor, or referring to accurate staff personnel. - Assist preparing for the promotion and classes at school. 	<ul style="list-style-type: none"> - Preferred Major: English/Medical/Public Health - Prefer a good command of both the English and Korean languages. - Computer Skills(Word, PowerPoint, Excel) 	Walker	MON-FRI 8am–5pm Weekends: As Needed
19th ESC - G3	2	<ul style="list-style-type: none"> - To assist with analyzing Force Management, development, modernization and integration impacts and issues in order to provide recommendation for senior leaders in 19th ESC. - Responsible for assisting Chief of Force Management with Command Plan analysis, Concept Plans, Command Implementation Plans, Total Army Analysis planning, and documenting Transformational changes. 	<ul style="list-style-type: none"> -Preferred Major: Business, statistics - Prefer a good command of both English and Korean language. - Computer Skills(Word, PowerPoint, Excel) - Strong sense of responsibility, desire and dedication. 	Henry	MON-FRI 8am–5pm
19th ESC – G9	4	<ul style="list-style-type: none"> - Assist 19th ESC community relations by supporting cultural tours, official events and various community outreach activities. - Assist 19th ESC community relations by handling good neighbor pass applications. - Administrative support, clerical functions and correspondence. 	<ul style="list-style-type: none"> - Moderate English proficiency - Computer Skills (Word, PowerPoint, Excel) - Ability to work as a team 	Henry	MON-FRI 8am–5pm Weekends: As Needed
19th ESC – Engineer Cell	1	<ul style="list-style-type: none"> - To assist in a liason function with the USAG-D Department of Public Works Real Property Planning office and the Work/Service order desk. - Work translating documents from English to Korean and facilitate discussions with Korean construction/engineering firms. - Assist verifying all governing criteria, codes, policies, and regulations required to execute facility renovation/construction projects. 	<ul style="list-style-type: none"> - Preferred Major: Civil Engineering 	Henry	MON-FRI 8am–5pm

USAG DAEGU INTERNSHIP PROGRAM 2014

19th ESC – PAO		2	<ul style="list-style-type: none"> - Translate current news articles, learn logistics of journalism and photography. - Writing , interviewing and editing stories. - Taking photos, attending different unit events during the duty day as a public affairs representative and as a translator. 		Henry	MON-FRI 8am–5pm Weekends: As Needed
19th ESC – JAG		1	<ul style="list-style-type: none"> - To assist with a variety of legal work involved in providing of 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. 	<ul style="list-style-type: none"> - Preferred Major: Law or plans to go to Law school /English - Prefer a good command of both the English and Korean languages. - Computer Skills(Word, PowerPoint, Excel) - Good Customer service skills 	Henry	MON-FRI 8am–5pm
IMO		1	<ul style="list-style-type: none"> -To inventory IT equipment for turn-in -To list equipment in a hand receipt -To assess printer usage by using built in tools -To set up of PPT slides for presentation in the HQ Conference Room 	<ul style="list-style-type: none"> - Preferred Major: Logistics/IT - Documentation and computer knowledge 	Henry	MON-FRI 8am–5pm
VISC	Customer Service	1	<ul style="list-style-type: none"> -To greet and welcome customers to the VISC -Interns will be tasked with assisting the customers with appointments 	<ul style="list-style-type: none"> - Preferred Major: English - Prefer a good command of English 	Henry	MON-FRI 8am–5pm
	Graphic Illustrator	1	<ul style="list-style-type: none"> -To assist with weekly/monthly graphic duties. -To provide concepts for coins, programs, logos, and other graphic support. 	<ul style="list-style-type: none"> - Preferred Major: Web Design/ Graphic Design -Prefer a good command of English - Computer Skills(Adobe Photoshop, Adobe Illustrator) 	Henry	MON-FRI 8am–5pm
Busan Storage Center		1	<ul style="list-style-type: none"> - To serve as the Intern Administrative Assistant which Provides various administrative supports to BSC, Busan. - Carry out written and oral translation from English into Korean and vice versa, as deemed appropriate by the Director BSC - Serve as an interpreter to assist the Good Neighbor Specialist. -To assist the security officer with Key control and security updates 	<ul style="list-style-type: none"> - Prefer a good command of both the English and Korean languages. - Computer Skills (Word, Power point, Access, Outlook 	BUSAN	MON-FRI 8am–5pm

USAG DAEGU INTERNSHIP PROGRAM 2014

BUSAN - MSCO	2	<ul style="list-style-type: none"> - To serve as the Intern Administrative Assistant which provides various administrative supports to MSCO Korea, Busan. - To assist with the coordination of visits, and preparing documents as part of the Command Group of MSCO Korea, Busan with other Military Commands, and ROK Government agencies. 	<ul style="list-style-type: none"> - Prefer a good command of both the English and Korean languages. - Computer Skills(Word, PowerPoint, Excel) - Good Customer service skills 	BUSAN	MON-FRI 7:45am-16:45pm
BUSAN – ATO	1	<ul style="list-style-type: none"> - To assist with the Busan Base Cluster Antiterrorism Program and to support other duties - Perform written and oral translation during office calls, meetings and events. - Assist the Antiterrorism Specialist to conduct liaison duties with United States and Republic of Korea mutual support agencies . 	<ul style="list-style-type: none"> - Preferred Major: Criminology/Sociology/ Psychology/Business/Economics/English - Prefer a good command of both the English and Korean languages. - Computer Skills(Word, PowerPoint, Excel) 	BUSAN	MON-FRI 7:45am-16:45pm
BUSAN - 837 th Transportation Battalion	1	<ul style="list-style-type: none"> -Serve as operations assistant to S-3 (CPT) and Operations NCOIC (E-7) -Assist with coordination of vessel operations, prepare briefings, take notes, and make official visits -Translate (when needed) for US personnel in briefings, meetings, or visits -Support in preparation for documents relating to vessel operations -Help coordinate battalion functions with other Military commands and ROK agencies (admin support) 	<ul style="list-style-type: none"> - English proficiency, translation skills - Computer skills (Word, Excel, PowerPoint) 	BUSAN	MON-FRI 8am–5pm
BUSAN - 837 th Transportation Battalion	1	<ul style="list-style-type: none"> -Serve as operations assistant to S-3 (CPT) and Operations NCOIC (E-7) -Assist with coordination of vessel operations, prepare briefings, take notes, and make official visits -Translate (when needed) for US personnel in briefings, meetings, or visits -Support in preparation for documents relating to vessel operations -Help coordinate battalion functions with other Military commands and ROK agencies (admin support) 	<ul style="list-style-type: none"> - English proficiency, translation skills - Computer skills (Word, Excel, PowerPoint) 	BUSAN	MON-FRI 8am–5pm
CHINHAE	1	<ul style="list-style-type: none"> - To Provide assistance to the daily activities of the Public Works Department at Chinhae. - Provide clerical and hands on warehouse operations in supply management. -Assist in the inspection of buildings for equipments and facility conditions. 		Chinhae	MON-FRI 8am–5pm