

Japan Bowl Interns

This internship position is offered during the Winter-Spring, Summer, and Fall Semesters; however, applicants applying for an internship during the Winter-Spring semester must be available from the beginning of January until one week after the Sakura Matsuri and Japan Bowl events are finished. Winter-Spring semester interns will also be assigned specific areas that they will be in charge of: competition intern, registration intern, and outreach intern.

General expectations:

- Must have a strong understanding of both English and Japanese
- Must have strong English-language writing skills
- Must have a good understanding of PowerPoint
- Assist in organizational tasks to prepare for the competition
- Participate in day-of set-up in respective areas
- Order supplies
- Send out surveys to student and teachers and evaluates the results
- Prepare a Japan Bowl Report after the event
- Assist with inventory and storage of supplies after the event
- Assist in updating Japan Bowl applications for following year

Additional Competition intern expectations:

- Assist in the preparation of the questions
 - Editing questions after Japan Bowl Council review of questions
 - Designing and Editing PowerPoint slides
- Assist in reviewing, editing, and finalizing the questions and PowerPoint presentations for the competition
- Create answer sheets and judges' keys that correspond to the questions
- Assist the Japan Bowl Director and Japan Bowl assistant in setting up competition rooms (work with AV in the setup of all projectors and videos), set up of final competition on-stage

Additional Registration intern expectations:

- Maintain the Japan Bowl Registration database
- Contact schools for missing information
- Coordinate sleeping arrangements and meal requests for participants and family
- Oversee day-of registration

Additional Outreach intern expectations:

- Assist Director in recruiting and training Japan Bowl volunteers
- Organize volunteers and guests, keeping them informed of when and where they will be needed
- Direct Japan Bowl volunteers and act as contact person for day-of volunteers
- Coordinate with workshop holders on their needs for set-up, assist them with set-up