 

Asia Internship Program – Japan

Global Youth Bureau Co., Ltd

At Global Youth Bureau Co., we have been planning and operating overseas tours for over 50 years. In 2025, we expanded our business to include inbound tours.

# Job Description and Responsibilities

* Develop social media marketing plan
* Create sample tour schedules
* Proofreading and editing English company website
* Additional activities in consultation with supervisor and other company contacts

# Dates

Program Dates: Monday, June 2 through Monday, July 21, 2025

Work Dates: Thursday, June 5 through Friday, July 18, 2025

Work Hours: 8 hours per day (9:00am to 5:00pm, including one hour lunch break)

5 days per week (Monday to Friday, except public holidays)

# Location

Global is conveniently located in Toranomon, Tokyo’s central business district, near cultural and historical sites. There are Metro and JR stations nearby. REVZO Toranomon 7th Floor, 1-8-1 Nishi Shinbashi, Minato-ku, Tokyo.

# Housing

Double occupancy shared apartment-style or student-style housing will be provided.

# Eligibility Requirements

* Must have completed a minimum of 30 credit hours by start of internship.
* Must have a minimum cumulative GPA of 2.50.

**Preferred Qualifications**

* Japanese language skills.
* Japanese Major (or second major).
* Not required, but please indicate any relevant business experience when applying.
* Teamwork skills: The intern will work as a member of our inbound team.

# Course Credit

Interns will receive up to 6 credits. (Credit available from Asian Studies, International Affairs, or Leeds School of Business; subject to requirements of the student’s major and/or College. Other options may be available.)

# Costs

* Students can apply for Buffs Abroad Scholarships and may be able to use financial aid.
* Significant scholarship support is available through the Center for Asian Studies, limited to students who have applied for Buffs Abroad Scholarships.
* Please visit the Education Abroad Website for program costs and finances at
* <http://abroad.colorado.edu/?go=programcosts>. (Enter Tokyo in the city field.)

# Application Procedures

* Applications are available on the Education Abroad website at <http://abroad.colorado.edu/?go=AIPTokyo>
* In addition to the application form, students will need to provide a cover letter, resume, transcript, and statement of purpose.
* Students may be interviewed by the supervisor prior to selection.
* **Application deadline is February 23, 2025 11:59 p.m.**

**Questions**

* Contact Steve Rose, Assistant Director of Study Abroad, with questions about application procedures or costs: [Steven.Rose@colorado.edu](mailto:Steven.Rose@colorado.edu) or 303-492-2977.
* Contact Danielle Rocheleau Salaz, Executive Director of the Center for Asian Studies, with questions about internship content, scholarships, or the Asia Internship Program: [salaz@colorado.edu](mailto:salaz@colorado.edu?subject=AIP) or 303-735-5312.

**Information Sessions:** Come to learn more about the program and have your questions answered! *Time and date pending.*