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**Asia Internship Program – Virtual**

**Asian Chamber of Commerce**

The Asian Chamber of Commerce (ACC) is a membership organization based in Denver, Colorado. Its mission is to provide economic development and business opportunities for its members., which include large corporations, businesses of all sizes, non-profit organizations, government, and educational institutions.

**Job Description and Responsibilities**

The intern will be helping the ACC build a database of Asian American Pacific Islander businesses in the Metro Denver Area. This will be accomplished by

* Working with other Asian organizations to share information
* Referencing areas in the cities with larger Asian population
* Visiting areas if allowable, such as strip malls that are predominantly AAPI owned businesses
* Using phones or emails to start building relationships with the businesses
* In the event the intern travels to local business areas, milage will be paid

**Dates**

Work Dates: Monday, May 30 to Friday, July 22, 2022

Work Hours: Hours will be determined by the Executive Director and staff. There will be a few meetings to start the program and check in throughout. If necessary, meetings can be conducted virtually. Goal is approximately 120 hours total.

**Eligibility Requirements**

* Must have completed a minimum of 30 credit hours by start of internship.
* Must have a minimum cumulative GPA of 2.50.
* Must have a pleasing personality on the phone and in person as needed
* Understanding of the AAPI culture when meeting someone new
* Working knowledge of Excel to keep records

**Course Credit**

Interns will receive 3 credits through ASIA 4930. Questions about the credit component can be directed to Steve Rose (see information below).

**Costs**

* Students can apply for Buffs Abroad Scholarships, and may be able to use financial aid.
* Scholarship support 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>. (Choose US in the country field, then Boulder in the city field.)

**Application Procedures**

* Applications are available on the Education Abroad website at <http://abroad.colorado.edu/?go=AIPTokyo>.
* To open an application, contact Steve Rose (information below).
* 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 Friday, April 15, 2022.**

**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 or the Asia Internship Program: [CAS@colorado.edu](mailto:CAS@colorado.edu) or 303-735-5312.

**Note**

This program may be subject to public health and travel restrictions surrounding the COVID-19 pandemic. Students should follow public health orders for work/businesses if there is any work that will not be done remotely. Visit CU’s [COVID-19 Updates and Resources](https://www.colorado.edu/covid-19) page for current information.