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**Asia Internship Program – Virtual**

**Colorado House International (CoHo)**

At CoHo we are knowledge brokers. We connect universities from Japan, to networks of US-based medical universities, hospitals, and healthcare experts through short-term programming which allows for collaboration and learning in care systems, practices, and treatments. We serve our clients by building and maintaining lifelong partnerships. We particularly focus on being a key anchor in Colorado to bridge US-Japan university relations and we're currently building hybrid programs which encompass VR and in-person experiences.

**Job Description and Responsibilities: Marketing Intern**

* Marketing research and analysis for international education trend on education abroad, international higher education partnership, international students recruiting
* Developing and managing CoHo’s social media accounts (i.e. Instagram, Facebook, etc.)
* Supporting other marketing projects/materials: newsletter, new programs materials development, etc.
* ​Website development/updates/maintenance

**Dates**

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

Work Hours: 20-30 hours per week; total approximately 120 hours

 Flexible schedule with weekly synchronous meetings (MDT/JST)

**Eligibility Requirements**

* Must have completed a minimum of 30 credit hours by start of internship.
* Must have a minimum cumulative GPA of 2.50.
* Fluency in spoken and written English.
* Proficiency in spoken and written Japanese a bonus.
* Proficiency with Word, Excel, PPT, PDF, etc. (Photoshop or other design software preferred.)
* Ability to deal with ambiguous situations
* Comfortable working in a startup environment
* Ready to roll up your sleeves to get the job done
* A passion for service
* Must have an up-to-date computer that can run the latest communication apps (Zoom, Virbela, ENGAGE, etc.)

**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.
* 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**

* Program information is 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.
* 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.

**Note**

This program may be subject to public health 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.