

Japan Bowl Assistant

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.

- Must have a strong understanding of both English and Japanese
- Must have strong English-language writing skills
- Must have a good understanding of PowerPoint
- Maintains the Japan Bowl Registration database
- Contacts schools for missing information
- Assists Director in recruiting and training Japan Bowl volunteers
- Directs Japan Bowl volunteers
- Oversees day-of registration
- Assists in the preparation of the questions
 - Editing questions after Japan Bowl Committee review of questions
 - Designing and Editing PowerPoint slides
- Assists in working with the event site:
 - Sleeping rooms for participants and family
 - Set up of competition rooms
 - Coordinating Meals
 - Work with AV in the set up of all projectors and videos
 - Set up of final competition on-stage
 - Set up of non-competition cultural activities
- Orders supplies
- Sends out surveys to student and teachers and evaluates the results
- Prepares a Japan Bowl Report after the event
- Assists with inventory and storage of supplies after the event
- Assists in updating Japan Bowl applications for following year