

東海大學國際學院學生校外實習機會
Internship Opportunity

實習機構資訊	
公司機構名稱 Name of Internship Organization	臺中市美國商會 Taichung American Chamber of Commerce (AmCham Taichung)
公司機構統一編號 或相關營利事業登記、法人登記字號相關設立字號 Business Registration Code / Taiwan Tax Code	99936847
公司機構營業項目 Operating Items	
公司機構營業地址 Organization Address	台中市文心路一段186號4樓-1 186, WenXin Rd., Sec. 1 4F-1 Taichung City
公司機構網址 Organization URL	Official Website : https://www.taichungamcham.com/ LinkedIn :
聯絡人 Contact	姓名 Name : Adam Bell
	職稱 Title : Board Chairman
	電話 Phone : 09- 1869-1816
	電郵 Email : adam@globalwatersolutions.com



Amcham
Taichung

American Chamber of Commerce in Taichung
台中市美國商會

實習職務資訊

實習職務名稱 Intern Position	Intern					
實習所屬部門： Department Affiliation	n/a					
實習工作內容 Job Description	Responsibilities include managing and updating AmCham's FB page and website, assisting in the creation of engaging social media content, and providing digital asset management services to ensure all images, graphics, and other content are properly organized and easily accessible; assisting with promotional tasks and marketing efforts, including organizing promotional events, and creating marketing campaigns; assisting in the development and implementation of a membership services and benefits program that adds value to the members of AmCham; assisting with organizing AmCham's events, including monthly dinner and speech events, happy hours, and the annual charity gala, including event planning, vendor management, logistics coordination, and marketing and promotion; assist with a White Paper project that involves developing and administering a survey to collect feedback from the local community and analyzing the survey data and developing recommendations for AmCham and the local community.					
實習機構指導內容 Internship Coaching	Interns will receive guidance as they fulfill the tasks described above, as needed.					
申請資格 Eligibility for application	Candidates should be self-motivated and able to complete tasks on time without close supervision. Experience and/or interest in social media and website related promotions and management are a plus. An outgoing personality comfortable interacting with a wide variety of people and bilingual (English/Chinese) skills are not required but would be beneficial.					
語文能力要求 Language Ability Requirement		Extremely Fluent	Very fluent	Somewhat fluent	Slightly fluent	Not at all fluent
	Mandarin (Chinese)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	English	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Bahasa Indonesia	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Others:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
實習地點 Internship Address	<input checked="" type="checkbox"/> 同上 Same as the above					
實習起迄日期 Internship Period	總計月數 The duration of month: flexible (International College Note: Total hours must be 180 to 240 hours)					
	• 開始日期 Start date of internship: Anytime in 2023					
	• 結束日期 TBA					
工作時間 Working Hour	<input type="checkbox"/> 每日時數 hours / day : flexible					
	<input type="checkbox"/> 每週時數 hours / week : flexible					
輪班 Working Shift	<input type="checkbox"/> Yes (Working hour : ____) (Working day : ____) (Leave : ____) <input type="checkbox"/> No					
加班時間 Working Overtime	<input type="checkbox"/> 每日時數 hours / day :					
	<input type="checkbox"/> 每週時數 hours / week :					
加班費或補休 Overtime Pay or Compensatory Leave	<input type="checkbox"/> 加班費 Overtime pay :					
	<input type="checkbox"/> 補休假 Compensatory Leave :					
	<input checked="" type="checkbox"/> 皆無 No					
膳食 Meals	<input checked="" type="checkbox"/> 自理 Self-care <input type="checkbox"/> 公司提供 Provided					
住宿	<input checked="" type="checkbox"/> 自理 Self-care <input type="checkbox"/> 供宿 Provided					

Accommodation		
交通狀況 Transportation	<input checked="" type="checkbox"/> 自理 Self-care <input type="checkbox"/> 交通車接送 Shuttle <input type="checkbox"/> 其他 Other ()	
待遇 (金額 \$) Payroll	<input type="checkbox"/> 定額月薪 Monthly salary : \$	<input type="checkbox"/> 獎學金 Scholarship : \$
	<input type="checkbox"/> 週薪 Weekly wage : \$	<input type="checkbox"/> 津貼 Allowance : \$
	<input type="checkbox"/> 時薪 Hourly wage : \$	<input checked="" type="checkbox"/> 無 None-paid
實習機構提供保險 Insurance	<input type="checkbox"/> 團體保險 Group insurance	<input type="checkbox"/> 健保 Health insurance
	<input type="checkbox"/> 勞保 Labor insurance	<input type="checkbox"/> 其他 Other :
提撥勞退基金 Labor Retirement Reserve	<input type="checkbox"/> 是 Provided <input checked="" type="checkbox"/> 否 No	
實習機會來源 Internship opportunity sources	<input type="checkbox"/> 學生推介 Recommended by student <input checked="" type="checkbox"/> 企業主動接觸 Proactive invitation by employer <input checked="" type="checkbox"/> 院系所推介 Recommended by department/faculty <input type="checkbox"/> 就友室推介 Recommended by THU Placement and Alumni Office <input type="checkbox"/> 國際職場實習中心推介 Recommended by THU CIID <input type="checkbox"/> 其他 Other :	
申請方式 Application Method	方式 Method: <input checked="" type="checkbox"/> Email <input type="checkbox"/> Postal service <input type="checkbox"/> Express delivery <input type="checkbox"/> Other 窗口 Contact: 劉佩珍 Administrative coordinator Jane Liu at: coordinatoramchamtaichung@gmail.com 文件 Material: English CV and Cover letter 截止 Deadline: Open Enrollment NOTE: Questions may be directed to AmCham Taichung Chairman Adam Bell at adam@globalwatersolutions.com (IC Note: To take internship credit in the spring semester, students must submit the contracts by the Office deadline, which can be found at the link "International College Internship Website" listed below.	

校內選修實習學分說明

Notes on Taking Internship Course Credits

- 國際學院院內開設兩門實習課程：「Internship Program Course (3學分：由IBA在上學期開課)」以及「Sustainability Internship Course (3學分：由SSE在下學期開課)」。此兩門課程開放國際學院各學程所有學生選修，並可計入學生所屬學程之系內畢業學分(請向系辦確認手續)。

Both "Internship Program Course (3 credits : provided by IBA in fall semester)" and "Sustainability Internship Course (3 credits : provided by SSE in spring semester)" are open to students in all programs at International College. Both courses are approved as graduation credits for the student's program/department. (Please confirm the procedures with the department office.)

- 校外實習經歷佔實習課程約50%的成績。關於選修國際學院院內實習學分方式，請參照"Internship Course Guideline" 檔案內容，按指示時程繳交相關文件。(參閱以下連結)

The off-campus internship experience accounts for approximately 50% of the grade for the internship course. For internship course credits offered within the International College, please read the "Internship Course Guideline" and submit the required documents according to the schedule indicated. (see link below)

Link: [International College Internship Website](#)

(Home (English) > Internship > Guidance and Templates)