



UC Berkeley Taiwanese American Student Association (TASA) Intern Guidelines

TASA is looking for new dedicated and motivated individuals in the community to apply as interns! If you wish to further TASA's mission statement and want to bring new ideas and creativity to the club and the Berkeley community, please apply! As a member of Cabinet, you will not only have the opportunity to affect change and gain great leadership experience but also be part of an incredible experience with your fellow Cabinet members and the rest of TASA.

All interns are expected to:

- Attend all TASA events
- Attend cabinet meetings (held once a week 4PM-6PM on Sundays)
- Assist in tabling on Sproul (2+ hr/week)
- Show leadership and dedication to TASA
- Have a positive image and outgoing attitude at all events

Intern Positions:

- **Outreach Intern** – Help Outreach Officers in connecting to the greater Taiwanese community outside of campus through various projects including the following: Heritage week, community service, etc.
- **Treasurer Intern** – Help manage all cash flow, budgets, and keep up-to-date and accurate financial records. Treasurer intern will also help in acquiring sponsorships and planning fundraisers.
- **Public Relations** – Responsible for promoting TASA and all its events to its members and the general community. Organize flyer designing, production, and distribution. Design apparel as needed.
- **Webmaster** - Help current webmaster with site updates, improvements, and managing our FB page. Knowledge of front end development is very helpful, and we have many projects in mind for the coming semester regarding our website. Will also assist webmaster in writing weekly emails and posting info online.
- **Historian** - Responsible for documenting all events through photographs and videos, for helping historians make a scrapbook for the semester, and for keeping the TASA instagram updated.

Please email us at tasa.berkeley@gmail.com if you have any questions regarding the intern guidelines.