



UC Berkeley Taiwanese American Student Association (TASA) Intern Guidelines

TASA is looking for new interns for this semester. We are looking for dedicated and motivated people in the community, for those who wish to further TASA's mission statement, and for those who want to bring new ideas and creativity to the club and the Berkeley community. 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).
- 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:

Family Head Intern(s) – Lead families with other Family Heads, and is responsible for promoting bonding activities and maintaining good family dynamics. Coordinates one to two main TASA events (including but not limited to Cultural, Fundraising, and Social events) throughout the semester with their respective families. This entails overseeing all planning meetings, email/forum correspondences, delegation of tasks, communication between cabinet and general members, etc.

Outreach Intern – In charge of assisting the Outreach Officers on all aspects of a social entrepreneurship/community service project (established between Outreach Officers before the semester begins). These projects can include collaboration with external Taiwanese American (TA) organizations outside of campus; collaboration with campus organizations such as The Berkeley Project and the East Asian Union; mentorship programs at K-12; establishing professional connections through Taiwanese American Professionals (TAP), etc.

Treasurer Intern – Help manage all cash flow, budgets, and keep up-to-date and accurate financial records. Treasurer intern will also help with getting sponsorships and planning fundraisers.

Media Team Intern(s) – Helps manage all TASA-related media such as marketing materials, social media, and photographic and video documentation, etc. Media Team interns will be working under the Public Relations Officers, Webmaster and Historians.

- Public Relations – Responsible for promoting TASA and all its events to its members and the general community. Organize flyer designing, production, and distribution. Maintain and update TASA social media.
- Webmaster - Maintain and update the TASA website with current announcements, flyers, newsletters, and event pictures, and also the TASA Fundraising website. Manages the TASA General Member's mailing list, and sends out weekly newsletters to all our members.
- Historian - Maintain a record of all events, newsletters, and activities through a scrapbook and other means. Responsible for documenting all events through photographs and videos, and for making one scrapbook page per event. Also responsible for two or more newsletters a semester.

Please E-mail us at tasa.berkeley@gmail.com if you have any questions regarding the intern guidelines.: