

INTERNSHIP APPLICATION INFORMATION FOR GraSPP STUDENTS

Name of Organization	Asian Productivity Organization (APO) http://www.apo-tokyo.org/
Department	Multicounty Program Division 2 (MC2), Program Directorate
Period of Internship	February - March 2026
Language	English
Number of Interns	One intern
Job Overview	<p>(Please refer to APO web page for abbreviations appearing in this sheet)</p> <p>The intern will help APO MC2 to operationalize data-driven decisions for APO's e-courses and P-Talks. Key outcomes include a clean, documented master dataset, refreshable dashboards for course performance and audience mix, and short briefs translating findings into promotion ideas and minor content tweaks while following data-privacy and quality-control guidelines.</p>
Key Responsibilities	<p>A. e-Learning data analytics</p> <ol style="list-style-type: none"> 1) Consolidate the current master list of self-learning courses with LMS exports; 2) Descriptive dashboards in Excel/Sheets (pivot tables + charts) in addition to current style to more deeper: <ol style="list-style-type: none"> a. By course: registrations, exam-takers, completions, passes, fails; compute take rate, completion rate, and pass rate. b. By audience: gender balance; APO member vs. non-member; country and organization/sector mix. c. By status: "new" vs. "continued" courses; maintain Top 10 continued and Top 10 new lists and a "Needs Attention" list (low completion or pass). d. Time views: monthly/quarterly trendlines for registrations and completions. 3) Deep-dive mini studies: e.g., factors behind high completion in a course cluster; differences in engagement by sector/theme; effect of reminder timing on completion. 4) Update the e-Course Numbers deck with 5–10 clear charts; 5) Perform such other duties as may be assigned by the Program Officer and/or or the Principal Officer. <p>B. P-Talk program design & analytics</p> <ol style="list-style-type: none"> 1) Improve current schedule files and help to design new types of

	program under P-Talk including data analytic improvement.
Qualifications	<ol style="list-style-type: none"> 1) A GraSPP student 2) A citizen of an APO member economy (https://www.apo-tokyo.org/directories/) 3) Motivated and interested in working in an international organization like the APO 4) Must respect diversity and act with mutual trust and a global perspective 5) Proficient in English (speaking, reading, writing, and comprehension) 6) IT skills, i.e., Excel, Word, PowerPoint, etc. 7) Fluency in excel pivot tables, filters, charts; XLOOKUP/VLOOKUP, COUNTIF/COUNTIFS, IF, SUMIFS; basic data validation and cleaning. 8) Familiarity with LMS/MOOC analytics or education datasets. 9) Slide design/data storytelling skills; experience with YouTube Studio or social analytics. 10) Basic knowledge of Japanese is preferable 11) Maintain a high level of integrity, professionalism, and confidentiality in handling sensitive information 12) Demonstrate strong analytical skills with the ability to interpret complex data and draw meaningful conclusions 13) Possess excellent written and verbal communication skills for preparing reports and conducting presentations 14) Show meticulous attention to detail in data collection, analysis, and reporting 15) Exhibit a proactive approach to learning and problem-solving
APO Overview	<p>The APO is an intergovernmental organization established in 1961 to increase productivity in the Asia-Pacific region through mutual cooperation. The APO contributes to the sustainable socioeconomic development of the region through policy advisory services, acting as a think tank, and undertaking smart initiatives in the industry, agriculture, service, and public sectors. The APO would welcome interns who are highly motivated to assist in the implementation of its mission.</p>
Conditions	<p>Commutation fees and the cost of meals and incidentals must be covered by interns. Interns are expected to follow the organizational information protection rules and procedures and sign a</p>

	nondisclosure agreement (NDA) with the APO.
Selection	<ul style="list-style-type: none"> ▪ Interviews with faculty members will be arranged later. ▪ GraSPP will recommend shortlisted applicants to the APO for the final selection process. ▪ Writing assignments and interviews with the APO will then be scheduled.