



POSITION DESCRIPTION

CHINESE LANGUAGE SOCIAL MEDIA INTERN | Asian Studies Center

One Full Academic Year Graduate In-State Tuition Remission Fellowship with \$18,000 stipend

The Asian Studies Center (ASC) invites applications for the Chinese Language Social Media intern. Applicants must be a **currently enrolled Asian Studies certificate student of outstanding ability** (QPA of 3.0 or above) for a tuition remission fellowship in the amount of a full term in-state tuition for the 2018-2019 academic year.

The recipient of the fellowship will be required to work ten hours per week during the fall and spring terms. He/she will assist the ASC Associate Director and staff in the development and oversight of China-related social media and communications.

DUTIES

1. Develop and maintain of China-related social media
2. Frequent and coordinated posting on Chinese-language social media (Weibo, Facebook and WeChat)
3. Assist in the coordination and logistics of the Pitt to You program
4. Assist in logistical support of all ASC China-related guests
5. Grant development, statistics research, and support
6. Coordinate alumni retention efforts in Hong Kong, Taiwan, and People's Republic of China
7. Translation of documents from Mandarin to English and English to Mandarin as requested
8. Other duties as assigned

PRIMARY REQUIREMENTS

1. Fluency in English and Mandarin Chinese
2. Strong computer skills, especially in Microsoft Office programs
3. Ability to maintain and produce content for social media (Weibo, Facebook and WeChat)
4. Strong writing and communication skills
5. Ability to be self-reliant and resourceful

PREFERRED QUALIFICATIONS

1. Good organizational skills and an ability to prioritize tasks
2. Ability to work under pressure
3. Ability to work in a team-oriented environment

BENEFITS

The Chinese Language Social Media Intern will receive tuition remission in the amount of one term's in-state tuition for the 2018-2019 academic year. The award can be applied to the fall OR spring terms. S/he will have the opportunity to network with Pitt alumni and students and develop their professional communication skills.

TO APPLY

Email a cover letter to the Asian Studies Center (rej16@pitt.edu) explaining your qualifications and why you would like this fellowship position. Include your resume or a one page explanation of college courses and/or volunteer/work experience that relate to skills needed. Please include your cell phone number and email address on your resume.

DEADLINE for receipt of application materials is **FRIDAY APRIL 6, 2018**