



POSITION DESCRIPTION
EVENT COORDINATION INTERN | Asian Studies Center
One Full Term's In-State Tuition Remission Fellowship

The Asian Studies Center (ASC) invites applications for a Event Coordination Intern. Applicants must be a graduate student **currently enrolled in the Asian Studies certificate with outstanding ability** (QPA of 3.0 or above) and have already completed at least one semester at the University of Pittsburgh main campus. The tuition remission fellowship includes one term's in-state tuition for the 2018-2019 academic year. Applicants must demonstrate the ability to multi-task and function effectively in high pressure situations.

The recipient of the fellowship will be **required to work ten hours per week during the full academic year** (both Fall and Spring semester) **with a flexible schedule including some nights and weekends**. S/he will assist the ASC staff with the planning and logistics for both student/faculty focused and community-based academic programming.

DUTIES

1. Assist with the coordination and preparation for Asian Studies Center events.
2. Help with the set up and take down for events and media equipment troubleshooting during the event.
3. Work on developing itineraries for visitors including assigning escorts between places
4. Prepare advance materials (both digital and print) for visiting speakers
5. Monitor event and outreach supplies, replenishing when needed
6. Coordinate the distribution of communications materials for programs
7. Represent ASC at outreach events in the community
8. Other duties as assigned

PRIMARY REQUIREMENTS

1. Excellent interpersonal and networking skills
2. Outstanding organizational abilities and attention to details
3. Able to handle multiple projects simultaneously
4. Familiarity with Microsoft Office (Word, Excel, Powerpoint, Publisher)
5. Self-starter who can work under pressure
6. Flexible schedule and able to work nights and weekends

PREFERRED QUALIFICATIONS

1. Expertise in graphic design and social media
2. Demonstrated initiative on projects
3. Strong communication skills
4. Experience with event planning

BENEFITS

The Event Coordination 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 either the fall OR spring terms. S/he will have the opportunity to network with ASC faculty/staff as well as outreach to the greater Pittsburgh community. This internship will be an excellent way for students to gain experience developing, planning and implementing academic programs.

TO APPLY

Interested students should send the following to rej16@pitt.edu by email with the subject heading "ASC Event Coordination Intern": 1) **Cover letter** detailing any relevant experience and/or coursework; 2) **Resumé (limited to 2 pages)** that includes your full name and cell phone number.

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