



POSITION DESCRIPTION  
COMMUNICATIONS AND MEDIA INTERN | Asian Studies Center  
One Full Term's In-State Tuition Remission Fellowship

The Asian Studies Center (ASC) invites applications for the Student Engagement 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 one term's 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 Program Coordinator and ASC staff with engaging students and promoting center events especially through social media platforms.

#### DUTIES

1. Development and weekly creation of a digital newsletter publicizing ASC activities and programs
2. Frequent and coordinated posting on social media (Twitter, Facebook, Instagram)
3. Collect analytics and data of student, event and alumni data for reporting purposes
4. Assist in development and distribution of promotional materials including print and digital content
5. Event documentation including photography and audio/video recording
6. Assist with website design and maintenance
7. Coordinate and update the ASC blog with supervision of the Program Coordinator
8. Establish and maintain an ASC YouTube
9. Other duties as assigned

#### PRIMARY REQUIREMENTS

1. Fluency in English (writing is especially important)
2. Outgoing personality and an interest in interacting with students
3. Ability to maintain and produce content for social media (Twitter, Facebook, Instagram and YouTube)
4. Strong computer skills, especially Microsoft Office (Word, Excel, Publisher)
5. Self-starter who can multi-task

#### PREFERRED QUALIFICATIONS

1. Strong photography skills and videography skills
2. Graphic design abilities
3. Proficiency with design programs (Publisher, Adobe Creative Suites, Dreamweaver)

#### BENEFITS

The Student Engagement Intern will receive tuition remission in the amount of one term's in-state tuition for the 2017-2018 academic year. The award can be applied to the fall OR spring terms. S/he will have the opportunity to develop their media and communication skills in a professional environment.

#### TO APPLY

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

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