



POSITION DESCRIPTION
COMMUNITY ENGAGEMENT INTERN | Asian Studies Center
One Academic Year Graduate In-State Tuition Remission Fellowship

The Asian Studies Center (ASC) invites applications for the Community Engagement Intern. Applicants must be a **currently enrolled Asian Studies certificate graduate student of outstanding ability** (QPA of 3.0 or above) for a tuition remission fellowship in the amount of two terms in-state tuition for the 2018-2019 academic year.

The recipient of the fellowship will be required to work up to 19 hours per week during the fall and spring terms. S/he will be responsible for cultivating and establishing strategic connections with community members and organizations.

DUTIES

1. Identify community interests and potential partners
2. Oversee outreach to community and student organizations
3. Develop programs to engage community
4. Attend and represent ASC at community events
5. Establish and maintain regular communication to keep them updated and informed of Pitt events.
6. Coordinate the daily tasks of the ASC student interns
7. Keep ASC calendar updated including the tracking of attendance
8. Other duties as assigned

PRIMARY REQUIREMENTS

9. Ability to work independently yet collaboratively in a team-oriented environment
10. Excellent interpersonal and communication skills
11. Ability to interact professionally and with cultural sensitivity with community leaders and organizations.
12. Must be able to develop and maintain relationships with a diverse group of community members and have a clear understanding of both Center priorities and the complex dynamics between different groups.
13. Ability to be self-reliant and resourceful

PREFERRED QUALIFICATIONS

1. Experience as a community liaison
2. Ability to work under pressure
3. Experience evaluating and coordinating the impact of community programs.

BENEFITS

The Community Engagement Intern will receive tuition remission in the amount of full in-state tuition for the 2018-2019 academic year. S/he will have the opportunity to network with a diverse group of community leaders and develop their outreach and public relations 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 highlighting work experience that relates 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**