



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

The Asian Studies Center (ASC) invites applications for a Graduate Intern - Grantwriting. 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 2017-2018 academic year. Applicants must have excellent written English as writing/editing is a significant part of this position. There is a preference for applicants with course or work experience with grant search and writing.

The recipient of the fellowship will be **required to work ten hours per week during the full academic year** (both Fall and Spring semester). S/he will assist the ASC staff with researching potential grants for the Center as well as compiling data, writing, and preparing grant proposals.

DUTIES

1. Assist with compilation of data and statistics for grant writing and research proposals
2. Draft, edit, and format documents and text for ongoing grant writing project in the center
3. Work with university administration and faculty to collect and refine data about academic and outreach programs
4. Write professional emails and memos to administration and faculty
5. Set up and maintain the Center's grant filing system
6. Develop and maintain Center's grant resource book and development plans
7. Keep detailed records and notes of the grant process and timelines
8. Other duties as assigned

PRIMARY REQUIREMENTS

1. Excellent written English skills
2. Previous experience with grant writing and research
3. Strong time management and organizational skills
4. Familiarity with Microsoft Office (Word, Excel, Powerpoint, Publisher)
5. Self-starter who can multi-task

PREFERRED QUALIFICATIONS

1. Experience researching potential grants online and through regional funding libraries
2. Ability to create graphic visual aids to chart data
3. Knowledge of statistical software

BENEFITS

The Graduate Intern - Grantwriting 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 either the fall OR spring terms. S/he will have the opportunity to network with ASC faculty/staff and develop grant writing and research skills for program expansion. This internship will be an excellent way for students to participate in higher education grant writing activities that raise the profile of the Center as well as other development efforts involving Asian Studies.

TO APPLY

Interested students should send the following to Lynn Kawaratani at lyk12@pitt.edu by email with the subject heading "ASC Graduate Internship - Grantwriting": 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, graduate program at Pitt and name of academic advisor; 3) **Writing sample of five pages or less** (preferably from a grant proposal.)

DEADLINE for receipt of application materials is **FRIDAY JUNE 16, 2017**