Student Engagement Intern

10 hrs/week

$5,000 in tuition remission ($2,500 per semester)

This intern will aid the center in developing strategies to increase student engagement by creating and improving promotional materials for Center activities.

Duties will include:

- Development and weekly creation of an engaging digital newsletter that will include upcoming Asian Studies events, advertisements for students seeking language partners, and other announcements as appropriate
- Maintain Center database (faculty, students, community)
- Assist in development and oversight of promotional materials (including print and digital content)
- Post on social media (Facebook, Twitter)
- Assist with design and content of websites for ASC events
- Assist in collection of student, event, and alumni data for reporting purposes
- Take photographs of events
- Schedule flexibility to occasionally aid with ASC events as they arise
- Other duties as assigned

Skills required

- Outgoing personality and an interest in interacting with students
- Fluent command of English and at least intermediate-level fluency in an Asian language
- Familiarity with/interest in Asian culture
- Familiarity with WordPress
- Strong computer skills, especially Facebook and Microsoft Office suite (Word, Excel, Publisher)
- Strong writing skills
- Strong photography skills
- Ability to be self-reliant and resourceful
- Ability to work under pressure
- Ability to prioritize tasks and work on multiple projects simultaneously
- Ability to work in a team-oriented environment
- Good organizational and time management skills
- Design abilities a plus

To Apply: send a cover letter via reply email to the Asian Studies Center rej16@pitt.edu, explaining your qualifications and why you want this fellowship/position. Include your résumé or a one-page explanation of college courses and/or work experience that relate to the skills needed. IMPORTANT: be sure your email address and phone number (preferably a cell phone) is provided on your application.

Deadline for receipt of application materials is Monday, 6 April 2015.