

Pitt Global

Seeking Applicants for a Graduate Student Assistant/Teaching Fellow

UCIS International Careers and Professional Development Coordinator

The University Center for International Studies is currently accepting applications for a GSA/TF position to serve as the UCIS International Careers and Professional Development Coordinator for the 2024-25 academic year. In the Fall 2024 semester, the incumbent will coordinate the UCIS International Careers Toolkit program and networking and professional development activities for UCIS Center certificate students and FLAS Fellows. In the Spring 2025 semester, in addition to carrying out toolkit and professional development activities, the incumbent will also teach 1-3 one-credit courses integral to UCIS academic programs.

Responsibilities

The incumbent is responsible for coordinating the professional development activities sponsored by the centers that fall within the University Center for International Studies for the 2024-25 academic year. The responsibilities of the position include working with the UCIS Academic Affairs committee and the Assistant Director of Student and Community Engagement in the Global Hub to maintain an online resource for internships, attend alumni career talks, participate in one or two career networking trips to Washington DC (spring), and develop and teach any of the following courses: a 1 credit course for UCIS certificate students on preparing e-Portfolios, a 1 credit course overseeing students participating in a new internship program, and a 1 credit professional development course for students interested in preparing for international careers. These courses complement and draw from workshops organized as a part of the [International Careers Toolkit Series](#), which is a series of 8-9 online and in person events organized during the fall but carried out over the course of the academic year. For each of those events, the incumbent is responsible for soliciting and securing speakers, publicity and promotions, moderating events, coordinating tech support as needed, creating and disseminating evaluation surveys, ensuring videos are edited and uploaded to a UCIS website, updating UCIS calendar and events information with pre and post event information, and submitting a final report. The incumbent will also reach out to Pitt's regional campuses, local community colleges, and other outside partners to make events available on their campuses via the internet.

The International Career Toolkit Series is a collaborative effort of UCIS centers and the Global Hub for the purpose of introducing undergraduate/graduate students to a wide variety of careers through job talks, panel discussions, workshops, and career networking trips, to help inform and shape their professional identity.

More specifically, the UCIS International Career Toolkit Series introduces students to:

- 1) The wide variety of careers available in the global market;
- 2) First-hand knowledge of the types of language skills and global competencies either employers and/or graduate schools are seeking in candidates;
- 3) The activities and units on campus and in the community through which students can develop the competency skills employers are looking for; and
- 4) Professional contacts (including alumni) for networking in a diverse global market

The position requires 20 hours of work in some combination of remote, in the UCIS office, and at the Global Hub. The selected candidate will receive full tuition and most fees, as well as a stipend of at least \$10,000 in the Fall (classified as a GSA) and at least \$11,170 in the Spring (classified as a TF). Health insurance is also included. (Exact rates for AY24-25 have not yet been determined by the University, but are likely to be higher than what is listed here.)

The point of contact for this position is Allyson Delnore, Executive Director of Academic Affairs, UCIS, adelnore@pitt.edu.

Qualifications:

- Must be a current graduate student in one of Pitt's graduate programs.
- Maintain superior academic standing and have a cumulative QPA of 3.5 or greater.
- Strong skills in cross-cultural communication and writing.
- Strong skills in organization and time management.
- Teaching experience
- Pays special attention to detail.

Applicants apply via and should include:

- a cover letter explaining how you are qualified for the position, and your reasons for applying;
- a Curriculum Vitae, including relevant work experience;

Email applications with requested items attached to adelnore@pitt.edu with the subject line "UCIS Professional Development GSA/TF Application" by April 15, 2024.