

POSITION DESCRIPTION

CHINESE LANGUAGE SOCIAL MEDIA INTERN Asian Studies Center

Paid Internship

The Asian Studies Center (ASC) invites applications for the Chinese Language Social Media intern. Applicants must be **a currently enrolled Asian Studies certificate student of outstanding ability** (QPA of 3.0 or above) for a paid internship.

The recipient of the fellowship will be required to work ten hours per week during the fall and spring terms. They will assist the ASC Associate Director and staff in the development and oversight of China-related social media and communications.

DUTIES

1. Develop and maintain of China-related social media
2. Frequent and coordinated posting on Chinese-language social media (Weibo, Facebook and WeChat)
3. Assist in logistical support of all ASC China-related guests
4. Support grant development and statistics research
5. Coordinate alumni retention efforts in Hong Kong, Taiwan, and People’s Republic of China
6. Translation of documents from Mandarin to English and English to Mandarin as requested
7. Other duties as assigned

PRIMARY REQUIREMENTS

1. Fluency in English and Mandarin Chinese
2. Strong computer skills, especially in Microsoft Office programs
3. Ability to maintain and produce content for social media (Weibo, Facebook and WeChat)
4. Strong writing and communication skills
5. Ability to be self-reliant and resourceful

PREFERRED QUALIFICATIONS

1. Good organizational skills and an ability to prioritize tasks
2. Ability to work under pressure
3. Ability to work in a team-oriented environment

BENEFITS

The Chinese Language Social Media Intern will either receive hourly wage or tuition remission.

TO APPLY

Email [asia@pitt.edu](mailto:asia@pitt.edu) for information about how to apply for this position.

# DEADLINE for receipt of application materials is Monday, June 13, 2022