



POSITION DESCRIPTION

CHINESE LANGUAGE SOCIAL MEDIA INTERN | Asian Studies Center

\$12.00/hour for ten hours a week, about 13 weeks per semester

The Asian Studies Center (ASC) invites applications for the Chinese Language Social Media intern. The applicant must be a **currently enrolled Asian Studies certificate student or Transnational Asia certificate student or be planning on becoming an Asian Studies or Transnational Asia certificate student at the beginning of their internship year and must exhibit outstanding ability** (QPA of 3.0 or above). The recipient of the fellowship will be required to work ten hours per week during the spring term of the 2023-24 academic year. 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 position is a student worker position that pays \$12/hr at 10 hours a week.

TO APPLY

Visit https://cfopitt.taleo.net/careersection/pitt_student_int/jobdetail.ftl?job=23003606&tz for information about how to apply for this position. Please include a resumé and a cover letter explaining your qualifications and why you would like this position. Please include your cell phone number and email address on your resumé.

DEADLINE for receipt of application materials is March 5th, 2024.