



POSITION DESCRIPTION

COMMUNICATIONS AND MEDIA INTERN | Asian Studies Center
\$10,000 Tuition Remission Fellowship (\$5000 applied to tuition each semester)

The Asian Studies Center (ASC) invites applications for the Communications and Media Intern. Applicants must be a **currently enrolled Asian Studies certificate student of outstanding ability** (QPA of 3.0 or above) for a for a tuition remission fellowship in the amount of \$5000 tuition remission for the fall and spring semesters of the 2020-21 academic year. The recipient of the fellowship will be required to work ten hours per week during the fall and spring terms. He/she will assist the Assistant Director of Partnerships and Programming and ASC staff with engaging students and promoting center events especially through social media platforms.

DUTIES

1. Development and weekly creation of a digital newsletter publicizing ASC activities and programs
2. Frequent and coordinated posting on social media (Twitter, Facebook, Instagram)
3. Collect analytics and data of student, event and alumni data for reporting purposes
4. Assist in development and distribution of promotional materials including print and digital content
5. Event documentation including photography and audio/video recording
6. Assist with website design and maintenance
7. Coordinate and update the ASC blog with supervision of the ASC Staff
8. Establish and maintain an ASC YouTube Channel
9. Other duties as assigned

PRIMARY REQUIREMENTS

1. Fluency in English (writing is especially important)
2. Outgoing personality and an interest in interacting with students
3. Ability to maintain and produce content for social media (Twitter, Facebook, Instagram and YouTube)
4. Strong computer skills, especially Microsoft Office (Word, Excel, Publisher)
5. Self-starter who can multi-task

PREFERRED QUALIFICATIONS

1. Strong photography and videography skills
2. Graphic design abilities
3. Proficiency with design programs (Publisher, Adobe Creative Suites, Dreamweaver)

BENEFITS

The Communications and Media Intern will receive tuition remission in the amount of \$10,000 for the 2020-2021 academic year. The award will be applied in the amount of \$5000 for the fall and spring terms. S/he will have the opportunity to network with ASC faculty and students and develop their public relation skills.

TO APPLY

Email a cover letter to the Asian Studies Center (rej16@pitt.edu) explaining your qualifications and why you would like this fellowship position. Include your resumé or a one page explanation of college courses and/ or work experience that relate to skills needed. Please include your cell phone number and email address on your resumé.

DEADLINE for receipt of application materials is **FRIDAY MAY 1, 2020**