



## 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. Each applicant must be a **currently enrolled Asian Studies certificate student or be planning on becoming an Asian Studies 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 fall and spring terms of the 2021-22 academic year for a tuition remission fellowship of \$5000 per semester. They 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. Frequent and coordinated posting on social media (Twitter, Facebook, Instagram)
2. Collect analytics and data of student, event and alumni data for reporting purposes
3. Assist in development and distribution of promotional materials including print and digital content
4. Event documentation including photography and audio/video recording
5. Assist with website design and maintenance
6. Coordinate and update the ASC blog with supervision of the ASC Staff
7. Establish and maintain an ASC YouTube Channel
8. Assist with the creation of the Alumni newsletter
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, Teams) and Zoom Presentation
5. Self-starter who can multi-task

### PREFERRED QUALIFICATIONS

1. Strong photography and videography skills
2. Graphic design abilities and 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.

### TO APPLY

Email a cover letter and resumé to the Asian Studies Center ([rej16@pitt.edu](mailto:rej16@pitt.edu)). Your cover letter should explain your qualifications and why you would like this fellowship position. Please include your cell phone number and email address on your resumé.

**DEADLINE for receipt of application materials is SUNDAY, MAY 16, 2021.**