

POSITION DESCRIPTION

COMMUNICATIONS AND MEDIA INTERN| Asian Studies Center

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 2022-23 academic year. 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. Event Attendance tracking
10. Assistance with virtual events, and attendance at events
11. Make and disseminate flyers for ASC events
12. Entering events into calendar system
13. 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 position is a student worker position that pays $12/hr at 10 hours a week.

TO APPLY
Email asia@pitt.edu for information about how to apply for this position

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