

POSITION DESCRIPTION

COMMUNICATIONS AND 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 Communications and 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 fall and spring terms of the 2023-24 academic year. They will assist the Engagement Coordinator 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. Development and weekly creation of a digital newsletter publicizing ASC activities and programs
3. Support the development of and attend meetings for the Pitt Asia Challenge Club.
4. Collect analytics and data of student, event and alumni data for reporting purposes
5. Assist in development and distribution of promotional materials including print and digital content
6. Event documentation including photography and audio/video recording
7. Coordinate and update the ASC blog with supervision of the ASC Staff
8. Establish and maintain an ASC YouTube Channel
9. Assist with the creation of the Alumni newsletter
10. Assistance with virtual events, and attendance at events
11. Make and disseminate flyers for ASC events
12. Other duties as assigned

PRIMARY REQUIREMENTS

1. Excellent communication and writing skills; native fluency in English
2. Outgoing personality and an interest in interacting with students
3. Ability to produce and maintain content for social media (Twitter, Facebook, Instagram and YouTube)
4. Strong computer skills, especially with use of Mailchimp software platform, 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 (Canva, 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** **Sunday, July 9, 2023.**