



POSITION DESCRIPTION

EVENT COORDINATION INTERN | Asian Studies Center

\$5000 Tuition Remission Fellowship Fall 2021, with possible renewal Spring 2022

The Asian Studies Center (ASC) invites applications for the Event Coordination 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 2021 for a tuition remission fellowship of \$5000, with the possibility of renewal of the position in Spring 2022 with an additional \$5000 tuition remission fellowship. They will assist the Assistant Director of Partnerships and Programming and the Outreach Coordinator with the logistics of Center events, including both in-person and virtual options.

DUTIES

1. Event planning in coordination with Assistant Director of Partnerships and Programming and Outreach Coordinator
2. Entering events into calendar system
3. Attendance tracking
4. Assistance with virtual events, including creating Zoom meetings and managing tech during the events
5. Make and disseminate flyers
6. Attend events, including some evening and weekend responsibilities
7. Other duties as assigned

PRIMARY REQUIREMENTS

1. Proficiency in English
2. Outgoing personality and an interest in interacting with students
3. Strong computer skills, especially Zoom and design programs
4. Graphic design abilities
5. Self-starter who can multitask

PREFERRED QUALIFICATIONS

1. Strong photography and videography skills

BENEFITS

The Event Coordination Intern will receive tuition remission in the amount of \$5000 for the Fall 2021 semester, with a possible renewal in Spring 2022 for an additional \$5000 tuition remission award. They will have the opportunity to network with ASC faculty and students and develop their public relations and event coordination skills.

TO APPLY

Email a cover letter and resumé to the Asian Studies Center (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.**