ASIAN STUDIES CENTER

Global Leadership Network Internship: Bhutanese Community Association of Pittsburgh

**Deadline: January 13, 2022**

The Asian Studies Center and Global Studies Center are offering an internship opportunity, designed for a full-time Pitt undergraduate student interested in working with the Bhutanese Community Association of Pittsburgh (BCAP)

About the Bhutanese Community Association of Pittsburgh:

The goal of the Bhutanese Community Association of Pittsburgh is to ease the transition of refugee community members into American society by providing support, education, and a sense of community. They strive to ensure a high quality of life for the Bhutanese community members in Pittsburgh. They support this goal through culturally informed services and programs.

BCAP is working in conjunction with the Asian Studies Center, Global Studies Center, and University Center for International Studies at the University of Pittsburgh to offer an internship that can either be paid ($15 per hour for 10 hours of internship time per week) or earn course credit in the Spring semester. The purpose of this internship is to involve a ASC/ GSC certificate student(s) in an organization that works in with the Bhutanese community in Southwestern Pennsylvania.

Interns at the Bhutanese Community Association of Pittsburgh will be expected to work in collaboration with the organizational staff to:

* Produce a quarterly newsletter/ report about the programs and activities of the BCAP
* Create and implement effective social media strategies and event promotion
* Maintain  organization website
* Help to plan, implement, and document BCAP events and educational activities
* Support data analysis and visualization
* Organize  communication software including updates  and needed  upgrades.

**Students will be expected to enroll in the Global Leadership Internship 1 credit course in Spring semester.**

**Required & Desired Skills**

* Students in good academic standing (3.0 Minimum GPA), available for the entirety of the internship period during the Academic Term.
* Proficiency in communication, organizational, and analytical skills.
* Experience in Microsoft Office Suite software programs, Google Docs, Google Suite, and the use of social media. *Social media management knowledge would be a plus.*
* Organization and technical/ computer skills desired
* Multitask in a fast-paced, team environment under direct supervision but also thrive as a self-starter.
* **Preference** enrolled in a UCIS certificate
* **Preference**: advanced undergraduate or graduate student

**Application Instructions and deadlines**

Qualified applicants will submit:

* Letter of intent: a well-composed statement of academic intent addressing why you feel that you would be an appropriate participant in this opportunity
* Resume
* Unofficial transcript (it can be obtained from People Soft)

NOTE: The student or students selected will set up an appointment with the ASC and GSC Academic Advisor to obtain the course number, and work on a plan of action for the schedule and structure of the internship.

To apply, please submit application materials to Emily Rook-Koepsel at [rookkoepsel@pitt.edu](mailto:rookkoepsel@pitt.edu) by **Friday January 13, 2023**