ASIAN STUDIES CENTER

Global Leadership Network Internship: Japan America Society of Pennsylvania

**Deadline: December 2, 2022**

The Asian Studies Center is offering an internship opportunity, designed for a full-time Pitt undergraduate student interested in working with the Japan America Society of Pennsylvania (JASP). The JASP is the premier organization for educational, business, and arts activities related to Japan and Japan-America relations. Interns at the Japan America Society will be expected to work in collaboration with the office staff to:

* Create and implement effective social media strategies
* Collaborate with regional partners on the promotion of Japan and Japan-America relations
* Organize and implement regional events in support of the organization’s mission to promote and advance Japan-American relations
* Research potential partnerships for the JASP

Depending on student intern interest and capacities interns may also:

* Support Japanese language programming
* Work with JASP’s primary school engagement

This internship can either be paid ($15 per hour for 10 hours of internship time per week) or earn course credit. **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 (3.5 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. *Extensive social media management knowledge would be a plus.*
* Multitask in a fast-paced, team environment under direct supervision but also thrive as a self-starter.
* **Preference** intermediate Japanese Language skills
* **Preference** enrolled in an Asian Studies Certificate

**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)
* Letter of reference from a professor or advisor

NOTE: The student or students selected will set up an appointment with the ASC 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 by **Friday, December 2.**