



POSITION DESCRIPTION

STUDENT GLOBAL AMBASSADOR | Asian Studies Center

\$10,000 Tuition Remission Fellowship (\$5000 applied to tuition each semester)

The Asian Studies Center (ASC) invites applications for the ASC Student Global Ambassador. 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 2021-22 academic year for a tuition remission fellowship of \$5000 per semester. The recipient of the fellowship will be required to work a maximum of ten hours per week during the fall and spring terms. They will assist the ASC Assistant Director for Academic Affairs with recruiting, orientation, and other aspects of the undergraduate programs of the Asian Studies Center. Work hours will vary depending on the University schedule for recruitment events. The Ambassador may be asked to work on weekends and evenings. The Ambassador selected must enjoy working with undergraduates and be able to relate to their needs.

DUTIES

1. Visit Asia-related language and non-language courses to recruit new certificate students.
2. Participate in recruitment events, including orientation events, international week, and other tabling events.
3. Working with Assistant Director for Academic Affairs, Ambassador will work with language departments and student organizations
4. Oversee the language partnership program, including matching students with language partners.
5. Development and weekly creation of a digital newsletter publicizing ASC activities and programs
6. Work with Global Hub and other UCIS wide recruitment

PRIMARY REQUIREMENTS

1. Proficiency in English (oral and written expression is especially important)
2. Significant progress towards completion of the certificate in Asian Studies
3. Ability to address large groups effectively
4. Ability to relate to undergraduate students (previous work with undergraduates is a plus)
5. Self-starter who can multi-task

PREFERRED QUALIFICATIONS

1. Study abroad experience, especially in Asian countries
2. Multi-disciplinary knowledge of Asian countries

BENEFITS

Student Ambassador will receive tuition remission in the amount of \$10,000 for the 2020-21 academic year. The award will be applied in the amount of \$5000 for the fall and spring terms.

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

