

POSITION DESCRIPTION

STUDENT GLOBAL AMBASSADOR | 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 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 2023-23 academic year for $12.00/hour. 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

COMPENSATION

Student Ambassador will receive $12.00 an hour at 10 hours a week, 13 weeks to a semester.

TO APPLY

Email [asia@pitt.edu](mailto:asia@pitt.edu) for information about how to apply for this position

**DEADLINE for receipt of application materials is MONDAY, June 13, 2022.**