



POSITION DESCRIPTION

GLOBAL ASIA INTERN Asian Studies Center

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

The Asian Studies Center (ASC) invites applications for the Global Asia intern. Applicants must be a **currently enrolled Asian Studies certificate student of outstanding ability** (QPA of 3.0 or above) for a tuition remission fellowship in the amount of \$5000 tuition remission for the fall and spring semesters of the 2020-21 academic year.

The recipient of the fellowship will be required to work ten hours per week during the fall and spring terms. He/she will assist the ASC Director, Associate Director, and staff in the development and oversight of Global Asia-related activities.

DUTIES

1. Support for conferences and workshops.
2. Support for activities of Director and Associate Director
3. Assist in logistical support of all ASC guests
4. Support grant development and statistics research
5. Coordinate alumni retention efforts in Asia
6. Other duties as assigned

PRIMARY REQUIREMENTS

1. Excellent skills in written English
2. Strong computer skills, especially in Microsoft Office programs
3. Good organizational skills and an ability to prioritize tasks
4. Ability to be self-reliant and resourceful

PREFERRED QUALIFICATIONS

1. Standing as a graduate student
2. Ability to work under pressure
3. Ability to work in a team-oriented environment
4. Web design and upkeep

BENEFITS

The Global Asia Intern will receive tuition remission 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. S/he will have the opportunity to network with Pitt alumni and students and develop their professional communication skills.

TO APPLY

Email a cover letter to the Asian Studies Center (rej16@pitt.edu) explaining your qualifications and why you would like this fellowship position. Include your resume or a one page explanation of college courses and/or volunteer/work experience that relate to skills needed. Please include your cell phone number and email address on your resume.

DEADLINE for receipt of application materials is FRIDAY MAY 1, 2020