



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. 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 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 in the amount of \$10,000 for the 2021-2022 academic year. The award will be applied in the amount of \$5000 each for the fall and spring terms. They will have the opportunity to network with Pitt alumni and students and develop their personal communication skills.

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

