The University Center for International Studies (UCIS) Engagement Team invites qualified graduate students to apply for a graduate student assistantship related to community engagement and community-engaged research opportunities through the area and global studies centers. Applications are encouraged from students in any school or department, but must be enrolled in a graduate program during the 2023-24 academic year. This position is contingent upon approval of funding.

The “Engagement GSA” will work up to twenty hours per week during the fall and spring terms. He/she/they will support programming for university, K-12, community college/MSI, and community engagement carried out by the UCIS Engagement Team. The position will require some weekend and evening hours when events are held. Travel opportunities are possible.

The UCIS Engagement Team is made up of representatives from each of the six federally-funded National Resource Centers in area and international studies at Pitt, as well as the Executive Director of Academic Affairs and the Assistant Director for Student and Community Engagement at UCIS. Through collaboration, the team designs and implements high-quality community-engaged programming to expand opportunities and access to global learning.

The position requires 20 hours of work in some combination of remote, in the UCIS office, and in the Global Hub. The selected candidate will receive full tuition and most fees, as well as a stipend of at least $9,000 per semester. (Exact rates for AY23-24 have not yet been determined, but are likely to be higher than what is listed here.) Health insurance is also included.

**DUTIES**

- Be part of the UCIS Engagement Team and provide input on the development of strategic priorities for student- and educator-focused community-engaged global learning and research.
- Support the Team on all aspects of outreach programming from promotion, registration, and implementation to evaluation.
- Maintain databases for UCIS Engagement constituent groups including K-12 educators, community organizations, community college partners, etc.
- Work with the Assistant Director for Student and Community Engagement to develop and implement a strategic communications plan for community engagement, including preparing monthly newsletters and social media posts.
- Update Engagement website.
- Monitor and respond to UCIS engagement email.
- Serve as advisor for Pitt Model UN Club (including travel to a Model UN simulation in Canada) and assist with other region-specific simulations.
- Participate in class visits.
- Assist in developing surveys and collecting data for program assessment.
- Other duties as assigned.

**PRIMARY REQUIREMENTS**

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• Enrollment in a University of Pittsburgh graduate program by Fall 2023
• Excellent writing and speaking abilities
• Must demonstrate professional work etiquette including: strong interpersonal skills, ability to work independently, detail orientation, and forward thinking
• Must have experience in program management and interfacing with the public
• Strong computer skills, especially Microsoft Office (Word, Excel, Publisher)
• Commitment to the University’s community engagement mission and to UCIS’s vision of global learning and engagement.
• Clearances to work with minor children (only necessary after formal appointment; reimbursement of fees provided)

PREFERRED QUALIFICATIONS

• Experience with Model UN programs or similar simulations
• Experience advising students or student organizations
• Experience conducting community-engaged research or community-engaged teaching/learning projects.
• Self-starter who can multi-task

TO APPLY

Email a cover letter to Allyson Delnore (adelnore@pitt.edu) explaining your qualifications and why you are interested in this internship. Please submit your resume/CV that includes your cell phone number and email address by July 10, 2023.

Pitt Global

Asian Studies Center
Center for African Studies
European Studies Center
Global Studies Center
Center for Latin American Studies
Center for Russian, East European & Eurasian Studies