U.S.-China Institute Student Worker Description

We are looking for student workers to support programming at the U.S.-China Institute during the Fall 2022 & Spring 2023 semester. USC students only - you must be enrolled for fall and spring semesters. The position is open to students in all disciplines.

This position will primarily support our Teacher Training series and must be available to support Saturday and evening events.

Workers in this position will:

* Answer incoming calls for the Institute
* Prepare for events and greet participants
* Enter, maintain and update data on programs and participants
* Update our websites and assist with our social media feeds
* Create and edit videos for our website and YouTube channel
* Research and track local nonprofit organizations
* Assist with creating and sustaining networks at USC and beyond
* Strong initiative and high energy
* Enjoy taking new challenges

Preferred Qualifications:

* Ability to create graphics, flyers, logos as well as fillable PDFs.
* Excel a/o Google Sheet proficiency.
* Mail merge experience.
* Proofreading and copyediting.
* Video editing
* Education/ Teaching/ East Asian Studies majors
* Chinese language proficiency (all levels encouraged to apply!)

Please submit a résumé and cover letter to be considered.

*About the U.S.-China Institute*

*The USC U.S.-China Institute informs public discussion of the evolving and multidimensional U.S.-China relationship through policy-relevant research, graduate and undergraduate training, and professional development programs for teachers, journalists, and officials. It produces compelling public events, widely-viewed documentary films, and the popular magazine*[*US-China Today.*](http://uschinatoday.org/)*USCI was established in 2006 as a university initiative. It's creation was first announced in Beijing during a Board of Trustees trip to China. In fall 2011, USCI became part of the*[*USC Annenberg School for Communication and Journalism*](http://annenberg.usc.edu/)*, whose programs include those on public diplomacy, new Chinese media, economics reporting and health journalism.*

[*https://china.usc.edu/*](https://china.usc.edu/)