

Pitt Research Internships: Sept 2024 – April 2025

Rate: \$12/hour, ~15 hours/week

Credits: 1-3 credits (optional)

Research Administration Intern

Jan 2025 – April 2025

Introduction to Research Administration

- Learn about the research and research administration lifecycles
- Research new funding opportunities for students
- Gain experience in using research administration electronic systems
- Learn the strategic planning process from leadership in the Office of Sponsored Programs

Introduction to Research Compliance

- Learn how the Office of Research Protections aids investigators in designing and performing research studies to meet ethical and regulatory requirements
- Learn about the committees that are responsible for research compliance oversight
- Learn the regulations that govern the ethical review of human subjects research
- Become familiar with methods utilized to monitor a research protocol
- Perform benchmarking of peer institutions and a review of regulatory websites

Communications Intern

Sept 2024 – April 2025

Communications

- Assist in writing and editing newsletters and web content
- Create website and social media analytics reports
- Assist in planning and implementing an outreach campaign to an internal university unit
- Through personal interviews and online research, develop content (top 10 lists, links to relevant podcasts, etc.) that can be used as Blog content and for social media

Marketing

- Research and identify companies that may have an interest in licensing Pitt technologies that match with their strategic product development initiatives
- Have the opportunity to become inbound marketing certified through HubSpot Marketing Automation system and to gain familiarity with HubSpot and WordPress
- Create graphics for email and social media promotional materials



Requirements

- Status as a senior from an underrepresented group in the final year of an undergraduate degree
- Strong verbal and written communication skills
- Strict attention to detail and strong time management and organizational skills
- Experience with Microsoft Office programs