



University of
Pittsburgh

Dietrich School of Arts and Sciences

Pitt is recruiting!

Start your career in higher education administration through a new 9-month Administrative Fellowship.

The Kenneth P. Dietrich School of Arts and Sciences has established an Administrative Fellowship program to recruit, train, and retain a diverse and capable administrative staff.

This Administrative Fellowship provides a 9-month training program for individuals seeking employment at the University of Pittsburgh. During the 9-month program, participants will be temporary, full-time employees of the University with compensation and limited benefits. Participants will be encouraged to apply for permanent employment and may be excused from the remainder of their temporary position to accept an offer they receive.

Participants will be trained in the various and necessary skills required to be a successful administrator at the University.

Training Skills

- Accounting & Budgeting
- Course Scheduling
- Personnel Actions
- Travel Management
- Event Planning
- Purchasing

Compensation & Benefits*

- \$17.00/hour
- Paid time-off
- Access to basic insurance coverage
- Retirement plan investing

*Expanded benefits will be available for participants who accept a permanent position at the University of Pittsburgh.

Application Requirements

- **A resumé and cover letter** describing the applicant's education, work, and experience.
- **At least three references** who can provide information about the candidate's work experience, work ethic, volunteer experience, or character.

Apply Today



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