



Communications and Public Relations Student Assistant (Federal Work Study)

Description:

The Office of Civic and Community Engagement is seeking a communications and public relations intern during the 2025-2026 academic year for assisting and supporting our office with a variety of social media and marketing initiatives.

About the Office of Civic and Community Engagement:

The University of Miami Office of Civic and Community Engagement (CCE) is a university-wide initiative that fosters campus-community collaboration by engaging the university's academic resources in the enrichment of civic and community life. CCE develops teaching and research strategies that directly link academic scholarship to public practice by fostering stronger connections between the University and the South Florida community, integrating civic engagement and community-based partnerships into the curriculum, and promoting community service through experiential learning for students. The goal is to promote a model of engagement based on a culture of collaboration and an ethic of reciprocity, recognizing the importance of knowledge co-creation and diverse forms of expertise.

Job Functions and Responsibility:

Social Media focus includes:

- Assist with social media engagement by helping to manage social channels
- Drafting and editing copy for social channels
- Monitoring social media web analytics on a weekly basis (e.g. page views, twitter follower), and provide reports of growth and other activities

Public Relations/Marketing focus includes:

- Engage with the CCE team on a regular basis to brainstorm ideas for new and innovative marketing and social media campaigns based on current CCE projects and initiatives
- Preparing news releases, award nominations, fact sheets
- Preparing and publishing CCE's monthly Affordable Housing Newsletter
- Supporting special events

General responsibilities include, but are not limited to:

- Create supporting materials, such as presentations, charts, graphs, or other visuals
- Plan and coordinate committee meetings
- Write internal communications
- Attend committee meetings
- Assist with gathering data for program reports
- Maintain files
- Type minutes from committee meetings

Minimum Qualifications

- Background or interest in civic and community engagement
- Must have excellent written and verbal communications skills
- Strong attention to detail and organizational skills
- Major in public relations, communications, English, journalism, or marketing
- Plan to pursue a career in communications or public relations
- Be a junior or senior in good standing
- Proficient in Microsoft Office Suite applications (Word, Excel, Power Point, etc.)

Hours are flexible and depend on the student's class schedule, and availability. Hours are mutually agreed upon, and should be between 15 and 20 hours per week during the 2025-2026 academic year semester. The applicant must have Federal Work Study Funds.

To Apply

Qualified applicants should send an updated résumé, letter of interest, and names and contact information for references to civicengagement@miami.edu. Applications not containing all of these elements will not be considered. Please indicate in your application how you heard about the position. Review of applications will begin immediately and continue until the position is filled. No phone calls please.