



Open Position: Graduate Assistant, Digital Media

Academic Year 2025-2026 (Renewable through Fall 2027)

Job Summary:

The University of Miami's Office of Civic and Community Engagement is seeking a part-time Digital Media Graduate Assistant for Fall 2025 to provide research on our newest project on environmental humanities. The graduate research assistant will support our interdisciplinary team's community-focused project, *Miami as Ground Zero: Tracing the Magic City's Environmental History and Future*. This project, funded by the Mellon Foundation, will address concerns over climate change, environmental sustainability, and community equity by grounding these issues in Miami's history. The results of the project will be the creation of an online Miami environmental history timeline, a climate resilience digital exhibit, and a course cluster (Cognate) in environmental humanities. The graduate research assistant will contribute to interdisciplinary research and public engagement on environmental history and climate resilience. This position offers an exciting opportunity to contribute to innovative digital storytelling and public engagement on critical environmental and climate issues. The assistant will work closely with faculty, researchers, and community partners to curate, design, and present multimedia content in an accessible and engaging format.

About the Office of Civic and Community Engagement:

The University of Miami Office of Civic and Community Engagement (CCE) promotes teaching and research strategies that translate academic knowledge into real-world problem-solving skills to address society's most pressing issues. Our mission is to enhance campus-community partnerships by leveraging the academic resources of the university to work collaboratively with community partners around community-identified needs. We connect students, faculty, and community organizations together to foster civic responsibility and positive social change in our local, national, and global communities. Our 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. For more information about the Office of Civic and Community Engagement, visit: www.civic.miami.edu.

Duties & Responsibilities:

- Assist in curating and organizing digital content, including images, text, video, and archival materials.

- Develop interactive and visually engaging presentations for the Environmental History Timeline and Climate Resilience Exhibition/Photovoice Project.
- Utilize digital tools and platforms to enhance storytelling and audience engagement.
- Assist with website updates and content management to ensure accessibility and usability.
- Conduct research and gather multimedia materials to support project development.
- Collaborate with faculty, students, and community stakeholders to integrate diverse perspectives into the projects.
- Manage digital assets, ensuring proper organization and archiving.
- Maintain project timelines and adhere to deadlines.

Minimum Qualifications:

- Graduate student with a background in digital media, environmental studies, history, communication, or related fields.
- Experience with digital storytelling, multimedia content creation, and data visualization.
- Proficiency in digital tools such as Adobe Creative Suite, ArcGIS StoryMaps, WordPress, or other web-based platforms.
- Strong organizational skills and attention to detail.
- Effective oral and written communication skills.
- Ability to work collaboratively in a team environment and manage multiple priorities.
- Interest in environmental history, climate resilience, or civic engagement is preferred.

Work Expectations:

- Hours: 10 hours per week
- Duration: Academic year 2025-2026, with the possibility of renewal through Fall 2027

To Apply:

Qualified applicants should send an updated CV, letter of interest, and names and contact information for three 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.