



## Open Position: Undergraduate Research Assistant

Academic Year 2025-2026

### Job Summary:

The University of Miami's Office of Civic and Community Engagement is seeking an undergraduate assistant for Fall 2025 to support our newest research project on environmental humanities. The undergraduate 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 exhibit, and a course cluster (Cognate) in environmental humanities. The undergraduate research assistant will support development of the environmental history timeline and the climate resilience exhibition. This position offers a unique opportunity for an undergraduate student to gain hands-on experience in research, archival digitization, and public engagement while contributing to a meaningful interdisciplinary project. *Students supported by Federal Work-Study funds are encouraged to apply.*

### 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](http://www.civic.miami.edu).

### Duties & Responsibilities:

- Help conduct research to support the development of the Environmental History Timeline and Climate Resilience Exhibition.
- Assist in the digitization of archival materials, ensuring proper documentation and organization for the timeline and digital exhibition.
- Work with faculty, librarians, and project team members to analyze and present historical and environmental data.
- Assist with the preparation of research summaries, reports, and exhibition content.
- Help maintain project databases and digital assets.

- Provide logistical and administrative support for project-related events and community engagement efforts.
- Maintain project timelines and adhere to deadlines.

**Minimum Qualifications:**

- Current undergraduate student in History, Environmental Studies, Digital Humanities, Communications, or a related field.
- Interest in research, environmental history, climate resilience, and/or archival work.
- Strong organizational skills and attention to detail.
- Effective oral and written communication skills.
- Ability to work both independently and collaboratively in a team setting.
- Familiarity with digitization tools, archival research, or digital media is a plus.
- Students supported by Federal Work-Study funds are strongly encouraged to apply.

**Work Expectations & Compensation:**

- Hours: 20 hours per week
- Duration: Academic year 2025-2026, with the possibility of renewal through Fall 2027
- Compensation: \$15/hour

**To Apply:**

**Qualified applicants** should send an updated résumé, letter of interest, and names and contact information for three references to [civicengagement@miami.edu](mailto:civicengagement@miami.edu). Applications not containing all 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.