



Graduate Assistant – Community Scholars in Affordable Housing

Description:

The Office of Civic and Community Engagement is seeking a part-time Graduate Assistant during the Spring 2021 semester for assisting and supporting the programmatic assessment of the Community Scholars in Affordable Housing (CSAH). CSAH is a collaborative effort by the University of Miami's (UM)'s Office of Civic and Community Engagement (CCE); the South Florida Community Development Coalition, a non-profit membership organization; Catalyst Miami, a non-profit centered on poverty programs and empowerment; and Rosado and Associates, an urban planning strategy firm. The purpose of the program is to support individuals working in the field of housing, planning, and community development to grow their knowledge base and foster the connections needed to advance comprehensive housing change.

The Graduate Assistant will assist in surveying our Community Scholars alumni network to assess the impacts of the CSAH and its Community of Practice on Miami's housing ecosystem. This survey and resulting report will provide a thorough examination of this program and how a Community of Practice can promote greater equity in local housing and planning outcomes. The survey and report will trace the status of previous cohorts' capstone projects, measure the impacts of implemented projects, and explore the various interchanges that happen in the Community of Practice between nonprofits, builders, activists, and public officials. In addition, the Graduate Assistant will assist with the development of a booklet that will highlight the impacts of this program for a general audience. Through engaging illustrations, this booklet will summarize the various policy, design, and finance solutions that have been explored by CSAH participants.

About the Office of Civic and Community Engagement:

The mission of the Office of Civic and Community Engagement (CCE) at the University of Miami, founded in 2011, is to enhance university-community collaborations by engaging the university's academic resources in the enrichment of civic and community life in our local, national, and global communities. The overarching goal of the Office of Civic and Community Engagement is to develop teaching and research strategies that directly link academic scholarship to public practice. This practice, known as "engaged scholarship," offers numerous benefits and opportunities to enhance scholarship and pedagogy for both faculty and for students. First, civically engaged courses and research projects value interdisciplinary and the new modes of inquiry that emerge when students and scholars confront questions from multiple disciplinary perspectives. Secondly, they place collaboration between universities and communities at the center of the academic enterprise. They showcase how collaboration itself generates new questions and becomes an incubator of new knowledge. Finally, collaborative learning promotes diversity by introducing students and faculty to a multiplicity of perspectives, both locally and globally. These partnerships set the stage for informed discussion and deliberation, thereby promoting an education for citizenship and civic responsibility.

Job Functions and Responsibility:

- Research, collect, and organize data for the University of Miami's Community Scholars in Affordable Housing program
- Create and administer survey to Community Scholars alumni
- Convene and coordinate meetings with various stakeholders as needed, including a CCE staff, community partners and CSAH alumni
- Write up the assessment, using evidence-based documentation for a report

- Create supporting materials, such as presentations, charts, graphs, or other visuals
- Write internal communications
- Attend meetings
- Maintain files
- Type minutes from meetings

Desired Skills:

- Experience with campus-community partnerships/community engagement
 - Familiar with (ideally multiple) partnership/engagement programs and awareness of organizational structures of these complex relationships
 - Ability to engage with a wide variety of stakeholders in conversations about engagement
- Interpersonal, research, and writing skills
 - Very strong communication skills: able to amicably and productively interact with a range of personalities in the community in person, via email, etc.
 - Persistence in locating data and following up with appropriate people
 - Survey administration and report writing experience
 - Facilitation skills a plus
- Experience with assessment, particularly at a large-scale, institutional, or academic level
- Very organized
 - Able to manage a large amount of both qualitative and quantitative information and distill as necessary
 - Proficient managing multiple tasks and deadlines
 - Demonstrated project management and time management skills
- Flexible and able to adapt to changing timelines and priorities

Minimum Qualifications

- Background or interest in civic and community engagement
- Graduate student with a research background
- Experience in quantitative and qualitative data analysis
- Effective oral and written communication skills
- Effective organizational skills
- 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 10 hours per week during the Spring 2021 semester.

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.