



Open Position: Graduate Student

12/7/2018

Job Summary

The University of Miami's Office of Civic and Community Engagement is seeking a graduate student to join its team of professionals. The student will facilitate in conducting research for affordable housing and community development projects as it relates to climate change, and urban resiliency. The Student should have a strong research and writing background with experience in quantitative and qualitative research methods and policy analysis in a community development related field, the ability to communicate effectively through written reports and public presentations, and experience working with community-based organizations.

The Graduate student will be joining our team at an exciting time for the Office of Civic and Community Engagement. The University of Miami Office of Civic and Community Engagement (CCE) will collaborate with local stakeholders to identify creative design and policy solutions to increase Miami's adaptive capacity, while building new networks to strengthen urban resiliency. Specifically, CCE and its partners will study solutions to develop comprehensive and expert-guided resilience strategies for retrofitting existing housing in low-income areas, and considering their relative costs for implementation. The team will also engage in advocacy for housing policy and practice in South Florida that encourages maintenance and development of affordable and resilient housing. In addition, CCE will create a new mapping tool to present the intersections of housing affordability and climate change, and expand the Miami Housing Policy Toolkit to feature adaptation, mitigation, and resilience measures.

Duties:

- Conduct research and interpret existing regulations and statutes related to land-use, zoning, public policy and insurance
- Draft policy and advocacy recommendations that encourage maintenance and development of affordable and resilient housing in South Florida
- Research intersections of affordable housing and climate change legislation to be incorporated in the existing Housing Policy Toolkit to feature adaptation, mitigation, and resilience measures
- Prepare periodic research summaries for project team as necessary or requested
- Assisting other departments on special projects, promotions, duties, etc., as needed or requested.
- Researching and assisting in preparing reports on Affordable housing policy

Minimum Qualifications

- Preference for a graduate student in the field of law, environmental justice, urban planning, economics, environmental engineering, or related fields
- Background or interest in civic and community engagement
- Strong research and analytical skills applied to public policy issues, including but not limited to the ability to synthesis and summarize large amounts of information and to focus quickly on the essence of an issue
- Ability to work independently, collaboratively, and creatively with cross-sector stakeholders
- Ability to think strategically and to remain attentive to details and to maintain the ability to be flexible and accept change
- Experience convening groups of policymakers, advocates, and/or other professionals to reach consensus on systemic solutions to facilitate and move forward to a desire outcome
- Strong interpersonal skills to be able to interact effectively with a wide and diverse group of individuals and community groups
- Excellent work ethic and integrity
- Demonstrate time and project management skills, including an ability to meet multiple deadlines
- 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.);
- Proficient in research and writing skills

Desired Qualifications

- Effective oral and written communication skills
- Effective organizational skills
- Proficient in Microsoft Office Suite applications (Word, Excel, Power Point, etc.)

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.