Open Position: Research Assistant, Data Visualization

Job Summary

The University of Miami’s Office of Civic and Community Engagement is seeking a part-time Research Assistant focused on data visualization to join its team of professionals. The Research Assistant will focus on transforming housing and climate resilience data into digestible visualizations for the Office of Civic and Community Engagement’s website. The Assistant should be comfortable with qualitative analysis, databases and data presentation. This includes text summaries, photos, archival resources and multimedia on the major themes of housing policy and finance at the national, state, and local levels, Miami’s urban development, and the intersection of race and property.

The Assistant 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) has recently embarked on a collaborative research process with local stakeholders to identify creative design and policy solutions to increase Miami’s adaptive capacity to pressing climate resilience challenges, while building new networks to strengthen urban resiliency. Specifically, CCE and its partners are studying and developing expert-guided resilience strategies for retrofitting existing housing in low-income areas, and consider 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 intersection of housing affordability and climate change, and expand the Miami Housing Policy Toolkit to feature adaptation, mitigation, and resilience measures. The Assistant will help to refine the data visualization and presentation deliverables with a clear, consistent voice across our various public engagement methods.

Responsibilities:

- Harvest data from different endpoints, databases, APIs and other sources of information.
- Manage how data is processed, transformed and exposed
- Manipulate complex, large-volume data into digestible and actionable reports
- Provide data visualization solutions to educate by applying designed reports of quantitative and qualitative data.
- Create visualizations that allow identifying patterns and trends from large datasets
- Update and maintain the Housing Solutions Lab website
- Work in a highly collaborative approach, manage multiple competing priorities and assignments.
- Explore and research new ways to visualize data collected from new and existing sources
- Adheres to prescribed deadlines
**Minimum Qualifications**

- Background in and experience with data visualization
- Background or interest in civic and community engagement
- Graduate student with a research background
- Experience in quantitative and qualitative data analysis.
- Effective database management skills
- Effective oral and written communication skills
- Effective organizational skills
- Proficient in Microsoft Office Suite applications (Word, Excel, Power Point, etc.) and Adobe Creative Cloud platforms (Photoshop, Illustrator, etc.)
- Strong working knowledge of HTML, Javascript and the Adobe suite
- Knowledge of ArcGIS or QGIS mapping platforms

**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.