

**Position Posting  
Hemispheric and Global Affairs**

**Graduate Assistant - Webmaster  
Spring - Summer 2022**

Hemispheric and Global Affairs (HGA) is looking for a graduate student to support the work of this office and the broader internationalization efforts of the University of Miami

HGA works across the University of Miami to ensure that its unique geographic position is fully leveraged. HGA will expand UM's international presence and relevance by promoting educational, research and healthcare opportunities, through engagements with institutions of higher education, businesses, non-governmental organizations, and governments.

The central role of the Graduate Assistant – Webmaster position is to manage a website, which is under HGA's supervision.

**Responsibilities include:**

1. Manages the website and develops new sites
2. Works closely with the Director of Partnerships, Innovation and Communications in different strategies and projects related to the website.
3. Supports the operation of the Website (calendars, maps, images, news, updates, etc.) in collaboration with the Director of Partnerships, Innovation and Communications.

**Qualifications desired**

1. Bachelor's degree in relevant field including Computer Science and Communications.
2. Ideal candidates will be actively seeking a graduate degree in international affairs, international business, marketing, communications, computer science or a related field.
3. Previous experience with using web-based content management systems, with specific proficiency in managing WordPress websites.
4. Experience with PHP and CSS.
5. Superb written and oral communication skills; ability to think creatively and analytically and to synthesize ideas quickly under deadlines; and the sensitivity, diplomacy and flexibility to balance diverse communications goals and needs.
6. High attention to detail.
7. Skill in prioritizing multiple time sensitive tasks.
8. Fluent in English and Spanish.

**Hours and Compensation:** 20 hours per week—monthly stipend \$1,500

Please send resumes to Benjamin Tortolani ([bct27@miami.edu](mailto:bct27@miami.edu)).