



Graduate Student Assistant - Racial Justice Pilot Grant Program

The University of Miami's Office of Multicultural Student Affairs, Office of Civic and Community Engagement, and the Butler Center for Service and Leadership are proud to launch new Racial Justice Pilot Grants to support research and/or programmatic activities that center on race, racial justice and racial equity. We seek to support interdisciplinary teams of students, faculty, staff, and community partners to implement tangible initiatives to fight racism. Racial Justice Pilot Grant Program applications are solicited to support community-based scholarship and activities that will promote real and lasting change in our local and/or campus community related to racial justice. To assist with this project, we are seeking a graduate assistant to support our grant programmatic efforts.

The Graduate Student Assistant will work 20 hours per week. The term of the position will be from October 12, 2020 to June 1, 2021 and may be renewed annually. This position does not include a tuition waiver.

Primary areas of responsibility include:

1. Assisting in the development of grant implementation logistics (project timeline, grant application, funding criterion).
2. Organizing, maintaining and monitoring grant related records, including receipts, reimbursements and operating budgets.
3. Overseeing the selection and development of an annual committee that includes members of the university community to review grants and oversee the implementation of projects.
4. Managing communications, including answering phone calls/emails and creating grant FAQ's.
5. Assisting in the development of the grant program evaluation.
6. Working collaboratively with the three offices (Office of Multicultural Student Affairs, Butler Center for Service and Leadership, Office of Civic and Community Engagement) and faculty members partnering on proposed and selected projects with community agencies.
7. Performing additional duties as needed to support the program.

Additional Knowledge and Skills:

- a. Demonstrated project management, time management and organizational skills, with the ability to manage details of multiple tasks within firm schedules.
- b. Familiarity with Qualtrics and Microsoft Suite (Excel, PowerPoint, SharePoint).
- c. Familiarity with budget oversight of individual grants.
- d. Excellent communication skills, verbal and written, required.
- e. Excellent organizational skills.
- f. Ability to operate professionally and autonomously.

Application Instructions

Interested applicants should send a resume and cover letter to caclarke@miami.edu with the subject line "Graduate Student Assistant-Racial Justice Grant".

Applications will be accepted on a rolling basis and the priority deadline is Tuesday, September 29, 2020.

For questions, please contact Christopher Clarke, Director of Multicultural Student Affairs at caclarke@miami.edu or 305-284-2855.