



Graduate Assistant: Civic Engagement High School Partnership Coordinator (Fall 2022)

March 15, 2022

Position Summary

The mission of the Office of Civic and Community Engagement (CCE) at the University of Miami is to foster university-community collaboration by engaging the university's academic resources in the enrichment of civic and community life in our local, national, and global communities. Our **Civic Engagement High School Partnership** is a program that connects University of Miami students with local High School teachers in history, language arts, and STEM fields to enhance the curriculum, give guest lectures and hands-on demonstrations, mentor students and promote a college-going culture among underserved youth.

The Civic Engagement High School Partnership's goals are to promote a college-going culture among traditionally underserved students; enhance the public-school curriculum with innovative lectures and projects; enable UM students to translate their research interests into practical classroom learning; and foster intellectual engagement among the youth of our community

The primary responsibility of the graduate assistant coordinator is to enhance the delivery of the Civic Engagement High School Partnership Program by publicizing it and recruiting UM students, enhancing programming at the high schools, and tracking student progress through assessment tools. In addition to classroom instruction, the UM students and the staff of UM's Office of Civic and Community Engagement also organize student visits to UM, arrange meetings with admissions and financial aid officers, and create an information packet on the benefits of a college education and scholarship opportunities. The graduate assistant coordinator will be able to grow this program and improve the relationship between UM and Southridge. As a result of this internship, we will have an assessment that will measure the impact of this program to the UM students.

Duties:

- Facilitate the recruitment of UM students for the Civic Engagement High School Partnership
- Serve as a liaison between the University and Southridge Senior High School
- Oversee the process of connecting UM students with High School teachers to facilitate the continuation of the partnerships
- Manage the application process for History, English and STEM students
- Disseminate evaluations to the partner teachers and high school students
- Develop an alumni network with UM students
- Coordinate campus visit

- 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 or interest in civic and community engagement
- Graduate student with a research background
- Effective oral and written communication skills
- Effective organizational skills
- Proficient in Microsoft Office Suite applications (Word, Excel, Power Point, etc.)

Desired Qualifications

Effective oral and written communication skills

Effective organizational skills

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.