

## **Open Position: Graduate Assistant, Housing Research Initiatives**

**Fall 2023**

The University of Miami's Office of Civic and Community Engagement is seeking a Housing Research Assistant to join its team of professionals. The Research Assistant will assist with data creation and analysis and research related to affordable housing and community development projects. The Assistant should have a research 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 in project management.

The Assistant will be joining our team at exciting time for the University of Miami's Office of Civic and Community Engagement (CCE). Building upon our offices' prior mapping and data efforts, the research assistant will support research and data needs for a consulting contract with Miami-Dade County's Public Housing and Community Development department (PHCD). We are seeking a highly productive, creative and engaged individual who will help build a work program that leverage's the office's existing resources and identifies innovative ways to understanding and effectively communicate current trends and conditions in the field of housing and community development.

### **Duties:**

- Assist in gathering and analyzing housing and demographic data from public agencies and working with software engineers and GIS specialists to maintain and update mapping tools and resources in CCE's Miami Housing Solutions Lab
- Conduct research on housing market trends, unit production, best practices and examples, and other related topics
- Coordinate agendas, preparing documents, logistics, and minutes, and following up for project-related meetings
- Collaborate with contract partners at FIU and PHCD to ensure effective communication about research, timeline and deliverables
- Provide additional assistance to support CCE initiatives, programs, and special events as needed

### **Minimum Qualifications:**

- Background or interest in civic and community engagement
- Graduate student with a research background
- GIS experience
- 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.)

### **Desired Qualifications**

- Proficiency and experience with mapping programs like ArcGIS or QGIS and data visualization software such as Power BI or Tableau.

**Availability:** Fall 2023 semester, eligible for renewal for Spring and Summer 2024.

**Hours:** 20 hours per week

**Stipend range:** \$3022 per month, commensurate with experience

### **To Apply**

**Qualified applicants** should send an updated résumé, letter of interest, and names and contact information for references to [civicengagement@miami.edu](mailto: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.

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