

## **The Center for Global Black Studies UGrow Fellow**

The Center for Global Black Studies advances the University of Miami's global vision of excellence, relevance, and distinction through, for example, interdisciplinary research groups, external and internal fellowships, educational programs, and translocal collaborations. Honoring Black Studies traditions, the Center's initiatives embrace the inclusion of students, other university community members, and local and global partners. While global in orientation, the Center's unique vision highlights Miami as an important place where the U.S. South and the Global South intersect to support cutting-edge and field-shifting scholarship.

## **The UGrow Fellow - CGBS Program Assistant**

The CGBS UGrow Fellow is an integral part of a vibrant and dynamic team of colleagues dedicated to advancing Black Scholarship. In this collaborative environment, the CGBS UGROW Fellow will have the opportunity to both contribute his/her expertise and contribute to the advancement of Black Scholarship.

The UGrow Program Assistant plays a crucial role in the Center's operations, actively engaging with Center leadership to promote and execute the Center's initiatives. Duties include:

### **1. Events**

Assist in the planning and execution of events/programs as well as onsite coordination (i.e. manage tech needs, room prep, etc.)

#### **a. Works-in-Progress Series**

1. coordinate the annual Works-in-Progress series
2. identify and confirm diverse faculty and advance graduate students in the Spring for the following academic year
3. collect bios and headshots for promotional materials
4. advertise program(s)
5. send personal email reminders to presenters and faculty from the presenters' home department

#### **b. Global Cities Guest Lecture Series**

1. work with Director to coordinate itinerary for guests
2. collect bios and headshots for promotional materials
3. advertise program(s)
4. provide guest support

#### **c. Write On Site Workshops**

1. recruit participants
2. advertise program(s)
3. order meals from InStyle Catering (on-campus caterer)

### **2. Website & Listserv Management**

Maintain and update the CGBS website

- Curate content, including taking pictures, researching, writing, and editing stories for virtual distribution.
- Manage the CGBS listservs – student, faculty, and community partners
- Assist with developing and uploading the CGBS annual report

### **3. Liaison to Fellows in Residence**

Liaison to annual Creative Futures, Social Justice, and other Fellows. Assist in their networking and programming activities during residency.

**4. Other skills:**

Good interview skills to draft stories highlighting Center events, faculty and student accomplishments.

Minimum 20 hours weekly.

Reports to the Center for Global Black Studies Director.

Based on performance and need, the opportunity exists to extend fellowship for an additional year.