Responsibilities: The UGrow Fellow will work under the supervision of the College’s ASPIRE internships coordinator. The mission of ASPIRE is to enhance, to facilitate, and to promote internships throughout the College of Arts & Sciences. ASPIRE liaises on campus with other Colleges, Schools, and Toppel Career Center, in addition to partnering with agencies, communities, and organizations in Miami, nationally, and worldwide to match students in educationally enriching internships. In pursuit of this mission, the Fellow’s duties will include: (1) data collection and data analysis of internship activity through survey and interview methods, and Excel; (2) direct outreach, communication and correspondence with active and potential internship providers, and attention to all queries from organizations and students concerning internship opportunities; (3) liaison with the other Colleges, Schools, and the Toppel Career Center to maximize internship awareness and internship matches; and (4) assist the internship coordinator with the scheduling of meetings, maintenance of the ASPIRE website, maintenance of the ASPIRE Instagram and LinkedIn profiles, and the creation and distribution of internship opportunity announcements and newsletters via Listserv.

Qualifications: Those interested in the position should be current PhD students in either the humanities or social sciences. Suitable candidates must possess excellent verbal and written communication, social media networking, and organizational skills, and be available to work occasional evenings at public relations and recruitment events. Candidates should be familiar with Excel and other Microsoft Office software, Instagram, LinkedIn, and be willing to learn the Content Management software used to maintain and update the College’s webpages.

For more information: please contact Dr. John Twichell, Coordinator, ASPIRE: j.twichell@miami.edu.