



UNIVERSITY OF MIAMI
COLLEGE of
ARTS & SCIENCES

College of Arts & Sciences Office of Communications UGrow Writing Fellow

The College of Arts & Sciences Office of Communications is committed to creating and sharing compelling news about student and faculty accomplishments, research, creative endeavors, and events through the biannual [Arts&Sciences magazine](#), the College's [news website](#), and other communications channels. We also work closely with the College's marketing team and the University of Miami Communications Office to share our content on social media and in the University's daily News@TheU email newsletter.

UGrow Writing Fellow position description:

The College of Arts & Sciences Office of Communications seeks a creative and enthusiastic graduate student with strong research and writing skills to join the College's communications team. As a fellow, you'll gain experience in news writing, magazine production, and media relations. You'll have the opportunity to interview faculty members, students, alumni, donors, and other stakeholders, learning about research and developments in a wide range of academic fields. You'll leave the fellowship with numerous published articles showcasing your writing, as well as valuable skills you can apply to academia, journalism, communications, or publishing. The fellowship requires approximately 15 hours a week during the academic year.

Responsibilities include:

- Conducting interviews and writing articles for the College's news website and magazine
- Assisting with the production of the College's magazine
- Assisting with media relations
- Posting articles on the College's website

Preferred skills and abilities:

- Excellent research and writing skills
- Strong attention to detail
- Ability to multitask and meet deadlines
- Experience conducting interviews a plus
- Good news judgment and experience writing news articles a plus
- Photography and/or graphic design skills a plus