

## ASPIRE UGrow Fellowship for AY 20-21

**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 help 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; (4) assist the internship coordinator with the scheduling of meetings, maintenance of the ASPIRE website, maintenance of the ASPIRE Instagram and LinkedIn profiles; (5) curate, produce, edit, and distribute the weekly ASPIRE newsletter; (6) supervise ASPIRE student-interns including assignment of tasks on a weekly basis, mentoring and professional development; and (7) must be able to attend week-long Peer Advisor Training at Toppel Career Center to be held in Summer 2020 prior to fellowship appointment.

**Qualifications/Skills:** 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. Additionally, skills-wise, candidates should be trained in Excel (including statistical analysis and graphics) and Mailerlite. Grant-writing experience is preferred. Finally, the position involves extensive student contact; therefore, the candidate must possess empathy, patience, and the willingness to work regularly with students seeking in-person career counseling.

For more information: please contact Dr. John Twichell, Coordinator, ASPIRE: [j.twichell@miami.edu](mailto:j.twichell@miami.edu).