



A&S Communications UGrow Fellow

The University of Miami College of Arts & Sciences Office of Communications is committed to creating and sharing compelling news about its faculty, students, programs, interdisciplinary projects, and other numerous accomplishments through online and print marketing initiatives, social media, and communication strategies that enhance the reputation and help define the brand of the College.

Our team works together to maintain the College's website, produce the bi-annual *Arts&Sciences* magazine, maintain the College's social media pages, create content for all communication platforms, and work closely with the University of Miami Communications Office to help share our student and faculty successes in the daily newsletter, *News@theU*.

We also work closely with the Development and Alumni Relations team, A&S Department Chairs, and A&S Program Directors to create marketing materials for major events, lectures, and new programs.

A&S Communications UGrow Fellow Position Description

The A&S Office of Communications has an opening for a hardworking, creative, and enthusiastic graduate student to help enhance the work of our team and operate alongside skilled and dedicated UM employees. The A&S Communications UGrow Fellow must have some interest in communications, media relations, writing, social media, photography, magazine production, and web development. Applicants must be comfortable with writing creatively and persuasively for the A&S news website, the *Arts&Sciences* magazine, and other creative writing assignments. The UGrow Fellow will also assist the A&S senior communications specialist with the magazine production process.

Overall Skills Needed:

1. Writing, editing, and/or researching for articles that will be published both online and in the *Arts&Sciences* magazine.
2. Interview skills to draft stories that highlight student and faculty accomplishments.
3. Comfortable with meeting deadlines for stories posted on the news website and/or the *Arts&Sciences* magazine.
4. Photography skills are a plus for both online stories and publication.
5. Video production and video editing skills are a plus for program marketing projects and/or student testimonials.