



Open Position: Research Assistant, Marketing

14 December 2017

Job Summary

The University of Miami's Office of Civic and Community Engagement is seeking a part-time Research Assistant focused on developing the marketing and outreach strategies to join its team of professionals. The Research Assistant will focus on creating and designing outreach campaign to disseminate the research findings to our community. The Assistant should be comfortable with design layout, marketing strategies, community outreach, databases and data presentation.

The Assistant will be joining our team at an exciting time for the Office of Civic and Community Engagement. We established the Miami Housing Solutions Lab to bring the resources of the University of Miami to bear on one of Miami's most pressing issues. Since 2011, years we have built a reputation for quality research and programming through our activities including hosting nationally known experts in affordable housing and community development, developing strong community partnerships with prominent local community development organizations and government agencies, and receiving grant funding to conduct research and programs including the launch of our MAP| Miami Affordability Project, the first on-line, interactive community development mapping tool focused on Miami. We are seeking a highly productive, creative and engaged individual who will continue to build the program and develop new projects that leverage the university's resources in the field of housing and community development.

Duties:

- Design and develop a marketing campaign and outreach materials
- Assist with developing, writing and distributing press releases engage with the community and local media
- Provide data visualization solutions to educate by applying designed reports of quantitative and qualitative data
- Manage how data is processed, transformed and exposed
- Manipulate complex, large-volume data into digestible and actionable reports
- Work in a highly collaborative approach, manage multiple competing priorities and assignments.
- Adheres to prescribed deadlines

Minimum Qualifications

- Background or interest in civic and community engagement
- Graduate student with a background in marketing, communications, public relations or related field
- Experience in writing press releases, and editorial copy
- Effective oral and written communication skills
- Effective organizational skills
- Proficient in Microsoft Office Suite applications (Word, Excel, Power Point, etc.) and the Adobe the Adobe suite
- Proficient in social media tools for marketing objectives

To Apply

Qualified applicants should send an updated résumé, letter of interest, and names and contact information for references to civicengagement@miami.edu. Applications not containing all of these elements will not be considered. Please indicate in your application how you heard about the position. Review of applications will begin immediately and continue until the position is filled. No phone calls please.