UGrow Fellow in Communications and Curriculum

The Department of English seeks to appoint a Communications and Curriculum Fellow for the academic year 2017-18. The position will entail 10-15 hours a week of work, supervised by the Director of Undergraduate Studies, Dr. Joel Nickels. The Department is seeking to expand and enhance its communications with undergraduate students with a view to increasing enrollments in our literature and writing classes and adding to our numbers of English majors and minors. The Department is also committed to wider dissemination of the accomplishments of its students, alumni, and faculty, via social media, University communications, Department web pages, and other media. The successful applicant will join a team of faculty and staff dedicated to a revitalization of our curriculum and a commitment to telling the best stories about the Department of English at the University of Miami.

Responsibilities

• Update and enhance Department web pages, especially Undergraduate pages.
• Produce short videos featuring alumni, faculty, etc. for distribution via web pages and social media.
• Maintain Department undergraduate social media and networking accounts (Facebook, Twitter, LinkedIn, Instagram).
• Act as liaison to Sigma Tau Delta (English honor society).
• Maintain undergraduate events calendar.
• Assist in planning and marketing of Department events: undergraduate socials, film screenings, etc.
• Survey current undergraduate students about their preferences, ideas, etc. on current and future curriculum development, cognates.

Qualifications

• The successful applicant will have superior communication skills, including writing, editing, and an eye for graphic design and visual culture.
• Ability to work independently.