UGrow Fellow for ASPIRE
(Arts & Sciences Program for Internship-Related Experiences)

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 match students in educationally enriching internships. In pursuit of this mission, the Fellow's duties will include: (1) data collection and data analysis of internships - analysis will involve designing, populating, and maintaining an Excel internships database; (2) direct communication and correspondence with alumni and other potential internship providers, and response to queries from organizations and students concerning internship opportunities; (3) liaison with the other Colleges, Schools, and the Toppel Career Center to promote internship opportunities to students; and (4) assisting the internship coordinator with the scheduling of meetings, maintenance of the ASPIRE website, and the creation and dissemination of routine announcements about new internship opportunities via Listserv.

Qualifications: 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 and organizational skills and be willing to work occasional weekends or evenings at public relations and recruitment events. Candidates should be familiar with Excel and other Microsoft Office software and be willing to learn the Content Management software used to maintain and update the University's webpages.

For more information: please contact Dr. John Twichell, Coordinator, ASPIRE: j.twichell@miami.edu.