

Open Position: Graduate Assistant, Climate and Health Equity

Fall 2023

The University of Miami's Office of Civic and Community Engagement is seeking a Climate and Health Equity Research Assistant to join its team of professionals. The Research Assistant will assist with data analysis, research, and collaborations with UM partner departments related to understanding the impacts of climate change on cancer prevalence. The Research Assistant should have a research background in quantitative and qualitative research methods and policy analysis, and the ability to communicate effectively through maps, written reports and data visualization.

The Assistant will be joining our team at exciting time for the University of Miami's Office of Civic and Community Engagement (CCE). Building upon our offices' prior mapping and data efforts, the research assistant will support research at the intersection of climate change and public health, particularly as it impacts vulnerable communities. We are seeking a highly productive, creative and engaged individual can work collaboratively with our office and colleagues in the Miller School of Medicine, local community organizations, and other units in the university.

Duties:

- Coordinate agendas, prepare documents and meeting minutes, and organize follow-up items for project-related meetings
- Collaborate with team and other units to prepare and organize data for mapping and other needs
- Assist in identifying, providing, and sourcing data to support preliminary research around climate and cancer prevalence
- Identify related research and other university efforts on climate resilience to engage additional researchers and ensure that the Climate and Health Equity research contributes to larger efforts
- Conduct related research on outside efforts, best practices, and public policy, preparing research briefs as needed
- Identify opportunities for grant applications, conference panels, and academic papers and coordinate preparation of proposals with collaborators

Minimum Qualifications:

- Graduate student with a research background, ideally in public health, geography, or related field
- GIS experience
- Experience in quantitative and qualitative data analysis.
- Effective oral and written communication skills
- Effective organizational skills
- Proficient in Microsoft Office Suite applications (Word, Excel, Power Point, etc.)

Desired Qualifications

- Background or interest in civic and community engagement
- Proficiency and experience with mapping programs like ArcGIS or QGIS and data visualization software such as Power BI or Tableau.

Availability: Fall 2023 semester, eligible for renewal for Spring 2024.

Hours: 20 hours per week

Stipend range: \$2200 per month, commensurate with experience

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.

The University is committed to fostering a culture of belonging, where everyone feels valued and has the opportunity to add value. Through values of Diversity, Integrity, Responsibility, Excellence, Compassion, Creativity, and Teamwork (DIRECCT) the U community works together to create an environment driven by purpose, excellence, community, and service.

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