



**Graduate Student Assistant - Racial Justice Grant Program**

The University of Miami's Office of Multicultural Student Affairs, Office of Civic and Community Engagement, and the Butler Center for Service and Leadership organize the Racial Justice Grant Program to support research, service, and/or programmatic activities that center on race, racial justice, and racial equity. We seek to support teams of students, faculty, staff, and community partners to implement tangible initiatives to fight racism. Racial Justice Grant Program applications are solicited to support community-based scholarship and activities that will promote lasting change in our local and/or campus communities related to racial justice. To assist with this project, we are seeking a graduate assistant to support our grant programmatic efforts.

The Graduate Assistant will work 20 hours per week. The term of the position will be from August 15, 2021 to May 13, 2022 and may be renewed annually. This position does not include a tuition waiver.

**Primary areas of responsibility include:**

1. Guides the development of grant implementation logistics (project timeline, grant application, funding criterion)
2. Organizes, maintains, and monitors grant related records, including applicant submissions, evaluation materials, receipts, reimbursements and operating budgets
3. Creates recruitment flyers and promotion materials
4. Holds information sessions and office hours for interested students, faculty, and staff
5. Manages communications, including answering emails and creating grant FAQ's.
6. Responds to requests for grant program data and progress
7. Develops grant program evaluation forms and review system for students, faculty, and staff reviewing submissions
8. Collaborates with (1) Office of Multicultural Student Affairs, (2) Butler Center for Service and Leadership and (3) Office of Civic and Community Engagement
9. Works closely with students and faculty members during application submission and implementation of awarded projects
10. Performs additional duties as needed to support the program

**Additional Knowledge and Skills:**

- a. Demonstrated knowledge and history of engagement with Black communities
- b. Understanding of racial inequity and its impact across individual-, community-, societal-, and institutional-levels
- c. Demonstrated project management, time management and organizational skills, with the ability to manage details of multiple tasks within firm schedules
- d. Familiarity with Qualtrics and Microsoft Suite (Excel, PowerPoint, SharePoint)
- e. Familiarity with budget oversight of individual grants
- f. Excellent communication skills, verbal and written, required
- g. Excellent organizational skills

- h. Ability to operate professionally and autonomously
- i. Flexible schedule

**Application Instructions**

Interested applicants should complete the Student Affairs [online application system](#) or visit <https://www.studentaffairs.miami.edu/resources/graduate-assistantships/index.html> to learn more information.

Review of applications will begin immediately and continue until the position is filled. For questions, please email [racialjusticegrants@miami.edu](mailto:racialjusticegrants@miami.edu).