

Graduate Administrative Assistantships

Graduate administrative assistantships in a range of offices are offered to students actively pursuing a Master of Science in Education with concentrations in Enrollment Management or Student Life and Development. The assistantships provide valuable practical experience in university administration while fostering an appreciation of team work across department lines, collaborative learning, and flow of information that go into effective enrollment management, as well as student life and development.

The University of Miami is in the forefront of enrollment management as both a process and a philosophy in the recruitment and retention of students, and graduate students get an exceptional chance to see the concept in action.

Administrative assistantships are available in the following areas:

Dean of Students Office

Fraternity Graduate Advisor

The graduate assistant will serve as a liaison to a fraternity house located just off campus, maintain a strong working relationship with the chapter's advisor(s), national headquarters, and housing corporation leadership, manage communication between the Dean of Students Office, the Interfraternity Council, and other relevant governing bodies and/or organizations to the residents of the fraternity house, maintain general oversight and management of all house-related operations and assist by providing advice, guidance, or material resources as required or requested.

William W. Sandler, Jr. Center for Alcohol and Other Drug Interaction

The graduate assistant will be able to participate in activities related to the management of day-to-day operations of the Center in the areas of administration, assessment, education and campus collaboration, sponsorship, and supervision.

Honor Council

Experience in this area will include serving as the Secretary's (Dean of Students) liaison to the Honor Council, which is comprised of 29 undergraduate students. The graduate assistant will communicate directly with the Council's Executive Board via regular meetings and interactions, maintain general oversight of the resources of the Council and assign duties and responsibilities to individual members of the Council in coordination with the Council's President and Vice President, have general oversight of Council operations and assist by providing advice, guidance, or material resources as required or requested.

Department of Student Activities and Student Organizations

The graduate assistant will gain experience in a wide variety of areas including the supervision of the Cane Night Live Committee, serving as the key administrator with regard to development, management, oversight and advising of a campus-wide late night and weekend programming initiatives, encouraging programming partnerships with organizations and centers across the university, overseeing the development of a marketing plan and advertising, as well as planning and scheduling activities during evenings and weekends, and assisting with department-wide programs, including Canefest, Homecoming, and Commencement.

Market Research

The graduate assistant will provide research support to both Market Research and Communications related projects, and be primarily responsible for assisting with data extraction, analysis, interpretation, and preparation. Experience will also include conducting primary and secondary research related to enrollment management.

Academic Resource Center

The graduate assistant will work with students on developing study skills, identifying learning styles, and academic strengths and weaknesses, and will make recommendations and provide guidance to help them increase academic success. The graduate assistant will also plan weekly schedules and work on time management skills, teach general learning strategies, assist the learning specialists, and present workshops on academic strategies, including test taking, note taking, time management, organization, and educational technologies.

Toppel Career Center

To provide career related events and programs for University of Miami students and alumni which support the mission of the Toppel Career Center.

Graduate administrative assistants work in assigned offices 20 hours a week during the academic year. For many graduate assistants, opportunities exist to work during school breaks. In some of the offices, there is a need and expectation that they will work during breaks. Each assistantship is developed with both the student and the office in mind.

Typically, graduate administrative assistant positions include a stipend (by the hour or the semester).