Graduate Assistant Position

The Center for the Human Rights of Children (CHRC)

The Center for the Human Rights of Children is offering a one-year assistantship to a graduate or professional student who has completed at least one year of graduate study. The Center works with LUC faculty and students, as well as community-based, non-governmental and governmental organizations in the US and internationally. The Center seeks a positive, creative thinker who can link intellectual research to practical policy questions and project development. The Assistant must demonstrate a commitment to human rights issues, and an interest in interdisciplinary studies of issues related to children and youth. Prior experience working with NGO or multilateral agency may be helpful. The Graduate Assistant will work directly with the Director and Associate Director. This position is renewable for an additional year based on performance.

All interested candidates should send - electronic only- a cover letter, resume, and the names and contact information of two (professional or academic) references to Katherine Kaufka Walts at chrc@luc.edu by Friday, May 26, 2017. The email subject line should state “2017 CHRC Grad Assist Application.”

Job Responsibilities

- Conduct research utilizing LUC/library resources, web-based external databases, and non-traditional sources
- Draft and write reports, policy analysis, profiles of projects, documents for website and publication
- Plan conferences/events
- Assist with the development and implementation of various Center functions: workshops, seminars, symposia
- Represent the Center at meetings
- Correspond with students and faculty
Qualifications

- Demonstrated commitment to human rights issues and children and youth
- Organized and detail-oriented
- Independent worker
- Ability to multi-task
- Strong interpersonal skills
- Excellent writing and editing skills
- Advanced Excel, PowerPoint, and Word skills
- Ability to give effective presentations
- Fundraising experience (i.e. prospect research, grant writing)
- Written and verbal proficiency in a second language desired

Details

Commitment
- 20 hours/week in office on Lake Shore Campus
- 9-12 month renewable appointment

Benefits
- $16,000/year stipend
- Full-time tuition remission
- Health Insurance coverage depending on student's graduate/professional school

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