PROLAW – Master’s degree programs (LLM and MJ) in Rule of Law for Development
Loyola University Chicago School of Law

PROLAW - Administrative Fellow / Tech Assistant Position
Duties and Responsibilities, Academic year 2017-2018

Loyola University Chicago School of Law’s Master of Laws (LLM) and Master of Jurisprudence (MJ) in Rule of Law for Development (PROLAW) programs are seeking applications for an Administrative Fellow/Tech Assistant. The Administrative Fellow/Tech Assistant Position is open to highly qualified students admitted into PROLAW and is a unique opportunity to receive funding for tuition expenses. The Position reports to the Associate Program Director.

1. SCOPE OF DUTIES

The Position will be a general resource to students, faculty and the PROLAW staff and administration. Specific duties include the following:

   i. The Position will provide assistance to students with basic applications such as LOCUS, Westlaw/TWEN, Lexis/Nexis, Bloomberg Law, as well as other electronic or online resources.
   ii. The Position will serve as a technology liaison between PROLAW staff, students and faculty and various support resources including the JFRC technology director, the Law Library, the JFRC library staff, and the School of Law Westlaw and Lexis representatives.
   iii. The Position will be an administrative and technology liaison between the instructor, students and PROLAW staff for the online course on Thesis Research and Writing on the Rule of Law, including managing the technical components of the live online classes.
   iv. The Position will provide administrative, technology and logistical assistance to PROLAW instructors during classes and lectures. This includes material distribution and management of classroom setups.
   v. The Position will provide research and writing support to fellow PROLAW students, as required.
   vi. The Position will provide support to PROLAW staff and administration with respect to posting material on PROLAW social media channels.
   vii. The Position will provide support to PROLAW staff with research and material production for program development activities.
   viii. The Position will provide administrative and logistical assistance to PROLAW staff and students for extracurricular activities throughout the school year.

2. DURATION AND TUITION AWARD

The Position requires work for three hours per day in the PROLAW office to carry out the duties listed above. The Position will develop a weekly schedule with the PROLAW Associate Director at the start of the period.
The Position is free from duties on the following days:

i. Fall, winter and spring breaks, as per the PROLAW academic calendar;
ii. Italian public holidays;
iii. U.S. Thanksgiving Day; and
iv. Normal class days where classes, lectures or other events are scheduled for the full day.

The responsibilities of this Position will commence on 13 September, 2017 and terminate on 12 April, 2018.

The Position will be granted a tuition award in the amount of $16,000, which will be applied towards tuition expenses for the LLM or MJ PROLAW programs during the academic year 2017-2018. The tuition award will be applied in two installments towards the tuition each semester.

Applications for this Position should be sent to prolaw@luc.edu. The application should contain a cover letter of up to two pages that describes the applicant’s interest in and suitable experience for the Position, together with a resume. The deadline for the application is 15 June, 2017.