Loyola University Chicago School of Law’s PROLAW program is seeking applications for two Administrative and Tech Assistant Fellows. The Positions are open to highly qualified students admitted to PROLAW and is a unique opportunity to receive funding for tuition expenses. The Positions report to the Associate PROLAW Director.

1. **SCOPE OF DUTIES**

The Positions will be general resources to students, staff and faculty.

Specific duties for the Administrative Fellow include the following:

i. 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.

ii. The Position will provide general administrative support as well as research and material production, including posting material on social media channels.

iii. The Position will provide administrative and logistical assistance for student extracurricular activities.

iv. Online research project related to program development activities and recruitment initiatives.

Specific duties for the Tech Assistant include the following:

i. 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.

ii. 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.

iii. The Position will be an administrative and technology liaison between the instructor, students and PROLAW staff for the online courses, including managing the technical components of the live online classes.

iv. Online research project related to program development activities and recruitment initiatives.

2. **DURATION**

The Positions require work for approximately one hour per day. The Positions are free from duties on the following days:

i. Fall, winter and spring breaks, as per the PROLAW academic calendar;

ii. Italian public holidays and the U.S. Thanksgiving Day; and
iii. Normal class days where classes, lectures or other events are scheduled for the full day.

The responsibilities of these Positions will commence on 10 September, 2020 and terminate on 30 April, 2021.

3. TUITION AWARD

The Positions will be granted tuition awards in the amount of $10,000, which will be applied towards tuition expenses for the LLM or MJ PROLAW programs during the academic year 2020-2021. The tuition awards will be applied in three installments towards the tuition of each semester.

4. APPLICATION

Applications for the Positions should be sent to prolaw@luc.edu. The application should contain a letter of maximum two pages that describes the applicant’s interest in and suitable experience for the sought Position. Deadline for the applications is 15 May, 2020.