PROLAW - Administrative Fellow / Tech Assistant Position

Academic year 2019-2020

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 to 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 administrative, technology and logistical assistance to PROLAW instructors during classes and lectures.

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 provide assistance to students with basic applications such as LOCUS, Westlaw/TWEN, Lexis/Nexis, Bloomberg Law, as well as other electronic or online resources.

iv. The Position will be an administrative and technology liaison between the instructor, students and PROLAW staff for the online course on Research and Writing on the Rule of Law, including managing the technical components of the live online classes.

v. The Position will provide support to PROLAW staff with research and material production, and posting material on social media channels.

vi. The Position will provide administrative and logistical assistance to PROLAW staff and students for extracurricular activities throughout the academic year.

2. DURATION

The Position requires work for approximately one to two hours per day. 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 above outlined responsibilities of this Position will commence on 10 September, 2019 and terminate on 28 February, 2020.
During the online portion of the Spring 2020 semester, 1 March to 1 May, the Position will require a short online research project related to program development activities and recruitment initiatives. This portion of the duties will be evaluated and outlined with the Associate Program Director in January 2020.

3. TUITION AWARD
   The Position will be granted a tuition award in the amount of $20,000, which will be applied towards tuition expenses for the LLM or MJ PROLAW programs during the academic year 2019-2020. The tuition award will be applied in three installments towards the tuition of each semester.

4. APPLICATION
   Applications for this Position 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 Position. Deadline for the application is 15 June, 2019.