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. This includes material distribution and management of classroom setups.

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 fellow 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, including managing the technical components of the live online classes.

v. The Position will provide support to PROLAW staff with research and material production for program development activities and administration.

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

vii. The Position will provide support to PROLAW staff and administration with respect to posting material on PROLAW social media channels.

viii. The Position will provide support to PROLAW staff with research and material production for program development activities.

2. DURATION

The Position requires work for three hours per day to carry out the duties listed above. 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 12 September, 2018 and terminate on 12 April, 2019.

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 2018-2019. 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 statement of up to two pages that describes the applicant’s interest in and suitable experience for the Position. The priority deadline for the application is 15 April 2018.