PROLAW - Administrative Fellow / Tech Assistant Position
Duties and Responsibilities, Academic year 2016-2017

Loyola University Chicago School of Law’s Master of Laws (LL.M.) in Rule of Law for Development (PROLAW) is seeking applications for an Administrative Fellow/Tech Assistant.

The PROLAW Program, now in its fifth year, prepares students to become qualified and effective rule of law advisors, particularly in countries that are developing, in economic transition, or recovering from violent conflict. PROLAW is taught at Loyola University Chicago’s John Felice Rome Center (JFRC) in Italy.

The Administrative Fellow/Tech Assistant Position is open to highly qualified students admitted into the PROLAW Program and is a unique opportunity to receive funding for tuition expenses. The Position reports to the PROLAW Program Director and 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.

Note that the following days are free from duties:
   i. Fall, winter and spring breaks, as per the PROLAW academic calendar;
   ii. Italian public holidays and U.S. Thanksgiving Day; and
   iii. Days with lectures, classes or other events scheduled for the full day.

The responsibilities of this Position will commence on September 14, 2016 and terminate on December 16, 2016, and re-commence on January 9, 2017 to terminate on April 12, 2017. The Position may be for one or two of the semesters of the PROLAW program.

If the Position is awarded for two semesters, it will be granted a tuition award in the amount of $15,000 which will be applied towards tuition expenses for the PROLAW Program during the academic year 2016-17. The tuition award will be applied in two installments towards the tuition each semester. In case the Position is awarded for one semester, the tuition award will be in the amount of $7,500, to be applied in two installments towards the tuition each semester.

Applications for this Position should be sent to Helena Lundgren Doyle, PROLAW Associate Program Director, at hlundgrendoyle@luc.edu. Students are required to indicate if they are interested in the Position for one or two semesters. Deadline for the application is April 30, 2016.