STUDENT JOB OPPORTUNITY: Project JUSTICIA Student Project Assistant

Position Description: Loyola’s Center for the Human Rights of Children (CHRC) seeks a Loyola graduate or doctoral student to help coordinate and provide project, administrative, and research support for Project JUSTICIA, a Loyola University Chicago, Plan 2020 project.

Project Overview: Project JUSTICIA is a new, multidisciplinary, and transnational collaboration of Jesuit institutions to address the local and regional societal challenges posed by migration in the Central and North American region. The CHRC and its Loyola University partners (School of Social Work, Department of Anthropology, Institute of Public Health, and Center for Community and Global Health) are collaborating with Mexican Jesuit universities and organizations to offer (1) inter-professional and binational seminar and immersion opportunities for professional students; (2) migration-focused interdisciplinary research and service opportunities; and (3) engaged learning opportunities for Loyola undergraduate students.

Primary Duties and Responsibilities:
- Coordinate activities with project partners including administrators, staff, and students across LSC, WTC, and SSOM campuses, as well as community partners.
- Conduct research to support project goals and initiatives;
- Prepare/draft reports and other written materials, including meeting notes, summaries of events, and correspondence related to meetings and events;
- Coordinate and schedule meetings, workshops, and events, other logistical needs;
- Draft letters/e-mail correspondence;
- Attend project meetings, events, trainings.
- Creating communication materials related to the project, including presentations, social media, and other marketing materials.
- Translation of documents (English and Spanish)
- Travel will include meetings at all three LUC campuses and with community members; travel outside the country may be required.

Qualifications:
- Bachelor’s degree or equivalent
- Spanish language fluency (oral and written) required
- Experience organizing/coordinating events
- Excellent writing and communication skills.
- Ability to multi-task and work both independently and in a team environment
- Knowledge of Microsoft Office, including Word, Excel, PowerPoint, and Publisher
- Interest and commitment to human rights for all people

Compensation: $15/hour, 8 -12 hours/week

Application: Please send cover letter, resume, and two professional and/or academic references to chrc@luc.edu with the subject line “Project JUSTICIA Student Assistant” by Nov 5, 2017.

For more information about the position, please contact Adam Avrushin, Associate Director, Center for the Human Rights of Children at aavrushin@luc.edu.