



Student hourly - Project Associate

- Up to 20 hours per week
- Hourly rate between \$15-\$22
- Starting as soon as convenient, summer or fall 2022

Responsibilities

- 30% Assist in the preparation and development of materials on leadership development and research ethics for presentations and workshops
- 20% Investigate internal and external resources when questions arise or additional information is needed for a given purpose
- 10% Cooperate in the work of selecting, organizing, tagging, and cataloging of leadership materials for our online content centers
- 15% Assist and support the management team in administrative tasks when needed (meeting arrangements, document management, correspondence, note taking)
- 10% Conduct research and contribute to articles when the opportunity arises
- 5% Review and contribute to social media posts
- 5% Attend weekly team meetings
- 5% Other duties as assigned

Qualifications and characteristics

- Bachelor's degree, completed (Grad Hourly) or in progress (Student Hourly)
- Self-starter
- Well-organized

Next steps

Please email a cover letter and a resume to:

Amy Delahanty, Research Program Coordinator, amy8@illinois.edu

NCPRE strives to find alignment between staff interests and the work we are doing, and to provide useful and relevant experience to student hourlies. We also welcome information on accommodations or technology requirements that will allow you to fully participate in this position.

At present, NCPRE staff are working remotely for the most part, with a couple of people in the office. There is office space available if that is the successful candidate's preference. Specific software experience is not necessary; a knowledge of the Apple operating system and native applications will be helpful (Pages, Keynote).

August 2022