Paid Graduate Teaching Assistantship at the UAB Institute for Human Rights

The UAB Institute for Human Rights (http://www.uab.edu/cas/humanrights/) is looking for a graduate student to serve as the Institute’s events coordinator.

What We Require:
1. Interest and passion for human rights, social justice, and peace.
2. Interest and experience in event planning and execution.
3. UAB graduate student, focus of study open.
4. Strong writing and communication skills.
5. Organized, with an ability to prioritize time-sensitive assignments.
6. Creative and flexible.

What we offer:
1. The position begins in early February (or as negotiated).
2. We pay $1,400 per month for about 15-20 hours of work per week.
3. Work in a diverse and enthusiastic team.
4. Hands on experience with organizing, event planning, and human rights.

What You Will Do:
1. Be the primary coordinator and support of the director of the Institute on all event related matters (Dr. Tina Kempin Reuter, Director of the Institute for Human Rights).
2. Serve as a liaison between Institute for Human Rights (IHR), speakers, venues, and other event related institutions.
3. Deal with logistics for events, event promotion, and event recap, including blog posts.
4. Work closely with the IHR graphic design and social media team.
5. Assist with research and other tasks as needed.

Please send your resume, unofficial transcript, and statement of interest (1-2 double spaced pages, detailing your interest and experience in human rights, event organization, and education to Dr. Tina Kempin Reuter, Director of the Institute for Human Rights, at tkreuter@uab.edu by January 31, 2018.