



Call for Applications Assistant Director

The Bernard and Audre Rapoport Center for Human Rights and Justice at the University of Texas School of Law seeks applications for an Assistant Director.

The Rapoport Center serves as a focal point for critical, interdisciplinary analysis and practice of human rights and social justice. One of the few university-wide interdisciplinary human rights centers housed in a law school, the Rapoport Center has built and continues to support a diverse network of critical scholars, including over 115 faculty affiliates and 90 graduate affiliates, spanning 30 disciplines. The Rapoport Center operates as a vibrant hub for the sharing of ideas by convening workshops that bring together academics and advocates, publishing scholarship, and supporting faculty and student working groups. It also funds and helps coordinate internships and research opportunities for UT students around the world.

The Assistant Director directs, coordinates, and oversees the day-to-day operations, and works closely with the Center's co-directors and steering committee to design and execute the vision of the Rapoport Center. The Assistant Director also provides intellectual and administrative leadership on the Rapoport Center's multi-year project on human rights and economic inequality.

We are seeking an individual who is either currently engaged in human rights research or has experience in international human rights. Candidates should have strong writing and verbal communication skills and an aptitude for critical analysis of human rights issues and practices, particularly from a global perspective.

Academic and administrative responsibilities:

- Manages day-to-day operations of the Center; supervises staff and students; coordinates research and advocacy projects; implements the substantive agenda of the Center
- Maintains financial records and oversees budgets; manages donor relations; coordinates development initiatives; researches, applies for, and reports on grants
- Organizes a range of academic events, including annual conference and speaker series
- Collaborates with faculty, programs, centers, and organizations at the University of Texas and beyond
- Coordinates internship placements for law and other graduate and professional students working with domestic and international human rights organizations

The position will begin on or as soon as possible after July 1, 2018. The position offers a competitive annual salary of \$52,000 (negotiable depending on qualifications), health insurance and other benefits, full use of UT facilities, and office space at the Law School.

Required qualifications

Master's Degree, JD, or other related advanced degree. Education or professional experience (minimum three years) related to human rights, international law, social justice, or related fields. Excellent writing and communication skills. Experience supervising employees and/or students. Ability to develop and maintain effective working relationships with diverse individuals, including faculty, staff, students, community representatives, NGOs, and international organizations. Ability to multi-task efficiently and make decisions quickly but thoughtfully under tight timelines. Ability to effectively represent the Center to internal and external constituents. Equivalent combination of relevant education and experience may be substituted as appropriate.

Preferred qualifications

JD, PhD, or terminal degree in a related field. Proficiency in Spanish. Experience working in an academic setting. Experience in grant drafting, administration, and reporting. Experience organizing conferences and events. Experience managing a budget and fundraising. Demonstrated interest in cultivating and facilitating global south-north connections. Experience utilizing social and other media.

Applications

Applications are accepted on a rolling basis until the position is filled. Prospective applicants should apply via the [official job posting](#).

Contact

Contact us at humanrights@law.utexas.edu or 512-232-2442.

The Rapoport Center is an equal opportunity employer and actively recruits women, people of color, persons with disabilities, and persons with diverse gender and sexual identities.