

Administrative Associate or Senior Administrative Associate (depending on experience)

The [Sissy Farenthold Reproductive Justice Defense Project](#), housed at the [Bernard and Audre Rapoport Center for Human Rights and Justice](#), provides legal information and other resources for lawyers, advocates, and health care providers who represent or support those who face criminal or other carceral consequences for pregnancy-related outcomes. In addition, we track criminal charges, prosecutions, and civil suits in Texas related to pregnancy and abortion. Finally, we serve as a hub for state, national, and international academic research and advocacy regarding the criminalization of pregnancy. The administrative associate will assist in the development, coordination, and improvement of these initiatives.

The Rapoport Center operates as a vibrant, interdisciplinary hub for social justice research, teaching, networking, and advocacy. The Center regularly convenes workshops and public events that bring together academics and activists; engages in research and publication of scholarship and reports; and supports faculty and student research, creative work, and advocacy.

We encourage applications from those with a demonstrated commitment to social and reproductive justice.

Job Description Summary

The administrative associate, or senior administrative associate (depending on experience), provides detailed programmatic and administrative support for the Project and Center as well as assistance in the development, coordination, and improvement of their initiatives.

Job Duties

- Support Project leadership and assist with the coordination of the Reproductive Justice Defense Project, by: (50%)
 - overseeing the daily administration and workflow of the Project by planning and timely executing the activities of the Project, managing program logistics, and creating process and interim deadlines;
 - scheduling and leading regular planning meetings with Project leadership;
 - organizing logistics and creating publicity materials for presentations, trainings, and other events, which includes outreach to lawyers, health care providers, and advocacy groups;
 - supporting communication and outreach to local, national, and international partners;

- facilitating interdisciplinary relationships across the UT campus on issues related to reproductive justice;
- maintaining the Project's website, including writing, editing, and formatting website materials using WordPress, Canva, InDesign, and other software;
- helping with the tracking of criminal and civil cases in Texas related to pregnancy outcomes, which includes requesting public court documents and coordinating payment and reimbursement;
- tracking correspondence, planning, execution, and follow up for presentations, including CLE accreditation, material distribution, and feedback survey management;
- overseeing student team to execute and provide continuity to longer term research and case tracking.
- Supports Center and Project operations more broadly by: (50%)
 - supporting communication efforts, including content creation for social media, websites, publications, and fundraising;
 - processing financial documents, vendor payments, travel authorizations, reimbursements, and purchase orders;
 - helping with logistics and publicity for Center activities and events, including its 20th anniversary gala;
 - other responsibilities and functions as assigned.

Required Qualifications

Bachelor's degree and one year of experience performing complex administrative functions. Demonstrated ability to work on multiple projects and priorities while maintaining a high level of accuracy and attention to detail. Excellent verbal, written, and interpersonal communication skills. Experience with Microsoft Office Suite. Equivalent combination of relevant education and experience may be substituted as appropriate.

Preferred Qualifications

Three years of administrative and project coordination experience. Experience working at UT Austin or in a legal, advocacy, nonprofit, or academic setting. Experience with website design and/or WordPress. Experience using Adobe Creative Suite, InDesign, Canva, or other graphic design software.

Salary Range

\$48,000 + depending on qualifications

Working Conditions

May work around standard office conditions. Repetitive use of a keyboard at a workstation, use of manual dexterity. Lift and move standard office files and supplies. Wear appropriate office attire; accept supervision. Work hours may

include occasional evenings, weekends and some holidays during peak periods to meet deadlines. The general expectation for the position is on-site work, though hybrid flexibility may be considered after the successful completion of an initial onboarding period of six months.

Required Materials

- Resume/CV
- 3 work references with their contact information; at least one reference should be from a supervisor
- Letter of interest

General Notes

The University of Texas School of Law strives to create and promote an environment that values kindness and mutual respect and a culture that provides a deep sense of belonging for each member of our community.

The University of Texas at Austin provides an outstanding benefits package to staff, including:

- Competitive health benefits (Employee premiums covered at 100%; family premiums at 50%)
- Vision, dental, life, and disability insurance options
- Paid vacation, sick leave, and holidays
- Teachers Retirement System of Texas (a defined benefit retirement plan)
- Additional voluntary retirement programs: tax sheltered annuity 403(b) and a deferred compensation program 457(b)
- Flexible spending account options for medical and childcare expenses
- Training and conference opportunities
- Tuition assistance
- Athletic ticket discounts
- Access to UT Austin's libraries and museums
- Free rides on all UT Shuttle and Capital Metro buses with staff ID card

For more details, please

see: <https://hr.utexas.edu/prospective/benefits> and <https://hr.utexas.edu/current/services/my-total-rewards>