

## **AY 23-24 Graduate Assistantship at the Gladstein Family Human Rights Institute**

The Gladstein Family Human Rights Institute (HRI) at the University of Connecticut seeks to fill a full-time (20 hours/week) Graduate Assistant position for the 2023-2024 academic year. The Gladstein Family Human Rights Institute (HRI) at the University of Connecticut is one of the nation's leading academic centers in human rights research, teaching, and outreach. Faculty combine theoretical and practical expertise on contemporary human rights issues to produce innovative scholarship and prepare students to engage across a spectrum of professions on the most pressing rights issues of our time. We aim to educate well-rounded students with an informed understanding of human rights, promote interdisciplinary scholarship that advances human rights knowledge and practice, and foster dynamic forms of public engagement.

We are looking to fill a graduate assistantship to support research groups, communications and events. This graduate assistant will support HRI's active research and public engagement programming through communications and event coordination support.

Ideal candidates can work independently and as part of a collaborative team, will have a demonstrated interest in the field of human rights, and experience in communications and/or event planning. Meticulous attention to detail and a strong command of the English language are essential to the role. The incumbent will interact regularly with HRI's staff, faculty, and other graduate assistants, as well as event speakers, guests, and external partners.

### **Communications and Event Coordination Support**

The graduate assistant will assist in the planning and implementation of programming and outreach activities for our faculty research groups and HRI programming by providing communications and event coordination support. Candidates should be prepared to:

- Assist in the planning and execution of in-person, hybrid, and online events under the direction of HRI staff and in coordination with faculty research groups.
  - Develop publicity materials for events using Canva and Mailchimp. Circulate them through university digests, calendars, and send them to relevant mailing lists.
  - Update and maintain event planning records, recordings, and registration lists in HRI's event database.
  - Monitor and send reminder emails about upcoming events to registered attendees at regular intervals leading up to events.
- Assist in the preparation of HRI's weekly digest, modifying content from the roster of upcoming events, news, and announcements across the academic and research programs.
- Work with HRI staff to order catering, books, reserve rooms, and gather receipts for administrative record-keeping.

**Application Process**

Interested candidates should use the following link to send (1) a cover letter, (2) a resume, and (3) the name and contact information for 3 professional references to the review committee. If you have questions about the position, please contact Rachel Jackson, [rachel.jackson@uconn.edu](mailto:rachel.jackson@uconn.edu)

Review of applications begins on April 1, 2023, and will continue until the position is filled.

**APPLICATION LINK:** <https://forms.gle/p7aDYcN2uWc3UjRu9>