

## **Human Rights Preceptor – Position Description**

The Pozen Center for Human Rights invites applications for its 2019-20 Human Rights Preceptor position. The Preceptor works closely with Pozen Center staff to precept Human Rights minors as well as Interns in the Human Rights Internship Program. The position reports to Executive Director Susan Gzesh and supervises a team of four student Peer Leaders.

The position begins in September 2019 and ends in August 2020 with the option to renew for a second year. This position is open to doctoral students in any department or professional school of the University of Chicago.

### **About the Human Rights Internship Program:**

The Human Rights Internship Program is an opportunity for University of Chicago students to explore human rights in practice, around the world. Human Rights Interns are awarded a flexible grant of \$5,000 to pursue a summer internship related to their regional or thematic interests. Each year the Pozen Center supports an internship cohort of between 25 and 30 students. Students are selected at the end of Autumn Quarter by an alumni/faculty committee. During Winter and Spring Quarter, the selected students participate in a placement search and training program. (details below). Since 1998, the program has placed over 500 students in human rights internships.

### **Human Rights Internship duties (60%):**

The Preceptor oversees the Human Rights Internship Program and supervises four student Peer Leaders selected from the prior cohort of interns, which includes:

- Scheduling and running one-hour weekly meetings
- Guiding them as they advise interns on applying for and securing internships
  
- **Autumn Quarter** tasks include:
  - Welcome previous cohort back to campus; solicit and review final reports;
  - Oversee student outreach campaign by Peer Leaders, including poster creation, info session, social media campaigns, and open office hours by the Preceptor and Peer Leaders;
  - Coordinate with Career Advancement staff who run the application and review process; participate in application review and interview processes; work with Executive Director to supervise final selection, based on interviewers' rankings;
  - Work with Executive Director and Peer Leaders to sort new cohort into Peer Leader groups, based on interests and expertise;
  
- **Winter & Spring Quarter** tasks include:
  - Work closely with Pozen staff to plan annual January Internship Symposium, in which a previous cohort presents its experiences to the new cohort and others;
  - Supervise Peer Leaders as they coach their intern group members through the search process; meet individually with some interns for counseling; meet weekly with Peer Leaders and Executive Director to monitor interns' progress;
  - Plan and implement five intern trainings over the two quarters, including creating agendas, recruiting speakers, and arranging logistics;

- Together with Executive Director, approve placements and work plans proposed by interns.
- **Summer Quarter** tasks include:
  - Correspond with interns in the field
  - Respond to any urgent situations in conjunction with Pozen Center staff;
  - Review check-in reports submitted by interns in the field
- Maintain consistent communication with Executive Director Susan Gzesh.

**Human Rights Minor duties (40%):**

The Preceptor supports Human Rights minors, interns, and College students working on research and internships related to human rights. The position provides academic and career advice, and assistance in formulating BA essay topics.

- Hold weekly office hours to:
  - Provide preliminary guidance in identifying workable BA paper topics
  - Coach students in the strategies of approaching a major research project
  - Guide students as they acquire the techniques of effective research writing (Each student writing a BA paper also works under the guidance of 2 faculty readers/advisors.)
- Assist with undergraduate events (e.g., Autumn Welcome Party, Spring Graduation Reception), including recruitment of new minors

**Qualifications**

- PhD student who has completed or is in the final stages of completing coursework
- Interest in and ability to advise undergraduates in the field of Human Rights
- Interest in experiential learning
- Experience in the world of NGOs, think tanks, or government agencies working on human rights or related social justice fields;
- Excellent writing and editorial skills
- Teaching/advising experience

**What we offer:**

- Competitive compensation
- Dedicated office space (available for you to write/research outside of your work duties)
- Access to the Pozen Center network
- Flexible, friendly work environment with great coworkers

To apply, please submit a cover letter, CV, and the names of 2-3 references at:

<https://form.jotform.com/PozenFamilyCenter/jobapp>.

Review of candidates will begin May 13 with a decision by June 14.