



## **Legal Research Assistant**

### **The Center for Policing Equity**

Location: **Flexible**

#### **About the Center for Policing Equity**

The Center for Policing Equity (CPE) is a research and action think tank that, through evidence-based approaches to social justice, conducts research and uses data to create levers for social, cultural, and policy change.

#### **Position Description**

The Center for Policing Equity is seeking 1L, 2L or 3L students, or recent graduates, to provide legal research assistance. We are seeking students with strong legal research skills and a commitment to public interest legal work. The research assistant will work on innovative interdisciplinary scholarship on issues of race and policing. Research assistants can work remotely, but will report to CPE's legal scholars via email and teleconferencing on a regular and mutually agreed upon basis. Research Assistants will be compensated \$15/hour.

#### **Key Responsibilities**

- Commit to 10-15 hours/week of research assistance, through at least April 30, 2018. The position may be extended through the summer as well.
- Maintain productive and regular correspondence with CPE's legal research team, through at least April 30, 2018.

#### **Qualifications and Eligibility**

- Excellent legal research, writing, and analytical skills

- A commitment to developing scholarship and/or advocacy that promotes social equity
- Initiative, reliability and a strong work ethic
- Uninterrupted access to Westlaw and/or LexisNexis

### **Application Submission Guidelines**

Applications will be reviewed on a rolling basis, but prompt submission is preferred. Please send the following materials in PDF form, attached to one email, to

[hiring@policingequity.org](mailto: hiring@policingequity.org).

- CV or Résumé
- Cover letter
- Most recent unofficial transcript
- A representative writing sample
- A list identifying two potential references who can speak to your legal research skills, including:
  - Name
  - Title
  - Institutional affiliation
  - Email address

Please be sure to label all five (5) PDF files by including your name. For example, your submitted CV should be labeled, “LASTNAME\_FIRSTNAME.CV.pdf.” Upon emailing application materials, please include “Legal Research Assistant Application” in the email header’s subject field.