Title: Undergrad/Graduate Academic Hourly
National Center for Professional & Research Ethics
(https://ethicscenter.csl.illinois.edu)
Coordinated Science Laboratory
1308 W. Main Street, Urbana

Position: Up to 20 hours per week
Compensation: Hourly rate between $15-$22
Start Date: March/April 2021

About NCPRE:

The National Center for Professional & Research Ethics (NCPRE) is dedicated to developing values-driven, effective leaders and advancing institutional integrity through intentional professional development. We create and support academic cultures of excellence: excellence in mission quality; excellence in exemplary leadership; and excellence in ethical and responsible conduct.

NCPRE is housed in the Coordinated Science Laboratory in the Grainger College of Engineering at the University of Illinois at Urbana-Champaign.

Description of Duties/Responsibilities:

- Assist and support the management team in administrative tasks when needed (meeting arrangements, filing, correspondence)
- Assist in the preparation and development of materials for presentations and workshops
- Cooperate in the work of selecting, organizing, tagging, and cataloging of leadership materials for the online content centers
- Investigate internal and external resources when questions arise or additional information is needed for a given purpose
- Option to conduct research and contribute to articles
- Review and contribute to social media posts
- Attend weekly team meetings
- Other duties as assigned

Qualifications

- Bachelor’s degree, completed (Grad Hourly) or in progress (Student Hourly)
- Self-starter
- Well-organized

Please email a cover letter and a resume to:
Dr. Gene Amberg
Associate Director
National Center for Professional & Research Ethics
Email: gamberg@illinois.edu

*Please specify any special requests or technology requirements to allow you to fully participate in this position.