**Accounting Certificate Research Assistant**

**Position Description**

The [Education Justice Project](https://educationjustice.net/) and the [Gies College of Business](https://giesbusiness.illinois.edu/) are collaborating on a new Accounting Certificate that will be offered to individuals incarcerated at Danville Correctional Center.

We are very excited about this initiative and seek a Research Assistant to serve as project manager in the 2021-22 academic year (position to start as soon as possible). The individual in this key leadership role will be responsible for overseeing production of digital content, producing one-page briefs explaining project outcomes, coordinating course instructors, and helping to develop and implement an assessment plan, among other duties.

The RA will work closely with Gies College of Business staff and faculty and with EJP staff. We prefer to hire someone who is able to visit the prison occasionally, so the ability to get prison “clearance” is a plus.

This is a half-time position that will generate a tuition waiver.

**Specific Responsibilities Include:**

* Work with Gies’ Director of Digital Media to oversee construction of a server-installed LMS system;
* Schedule instructor training;
* Ensure the timely preparation and delivery of instructional materials to and from Danville Correctional Center;
* Provide logistical support to course instructors;
* Help develop and administer program evaluation;
* Coordinate regular meetings with an advisory council of formerly incarcerated individuals;
* Prepare internal reports and assessments.

**Hiring Criteria:**

*Required*

* Minimum of one year project management experience;
* Proven excellent teamwork skills;
* Proven excellent organizational skills and ability to work within deadlines;
* Self-motivated, flexible, needing little direct supervision;
* Understanding of and commitment to EJP’s mission of providing high-quality education to incarcerated individuals.

*Preferred*

* Experience with LMS systems;
* Coursework or professional experience in Accounting or Business;
* Previous instructor-support roles, e.g. as a Teaching Assistant;
* Able to receive clearance from the Illinois Department of Corrections and visit the prison as required (mostly in Spring 2022);
* Personal experience of incarceration or of someone close to you.

**To Apply**

Please send a CV/resume, cover letter, and contact information for at least three references to info@educationjustice.net.