



**Program/Test Coordinator
(Full-Time/ Benefits Eligible)
John Marshall Law School
University of Illinois at Chicago**

The UIC Law School is seeking candidates for a Program Coordinator position. This position is primarily responsible for coordinating and managing the Clinic's fair housing testing program. The Program Coordinator will also assist with investigating and preparing cases for litigation, supervising and training student interns, education and outreach, case development, training initiatives and office and grant management.

Duties:

- Manage the Clinic's fair housing testing program, including the development and coordination of complaint based and systemic testing, tester recruitment, training, reporting and supervision.
- Supervise and train clinic interns, education initiatives and special projects related to testing and fair housing.
- Maintain records regarding each event and other information relating to the testing program.
- Assist with grant writing, management and reporting.
- Assist with standard case investigation and preparation of fair housing cases for litigation.
- Assist with developing, supervising and conducting education and outreach programs.
- Coordinate site set up, development and delivery of written materials (may require transporting items and materials).

Minimum Qualifications

- Bachelor's degree
- A total of one (1) year (12 months) in education, training and/or work experience in the area of specialization inherent to the position
- Based on position requirements, additional education, training and/or work experience in the area of specialization inherent to the position, may be required.
- A total of 1 year demonstrated experience coordinating community legal clinic programs or related educational programs.

*Note: Master's Degree in an area consistent with the duties of the position may be substituted for one (1) year of work experience.

Preferred Qualifications

- Experience in coordinating a fair housing testing program and project management preferred
- Experience in planning and coordinating events/services in the legal profession
- Basic knowledge of state, federal and local fair housing laws, including testing requirements
- Valid Drivers' License and reliable vehicle
- Strong Knowledge of Microsoft Office, particularly Word, Excel and PowerPoint
- Excellent written and verbal communication skills required including the ability to prepare reports, letters and other documents and give presentations
- Notary or ability to obtain same in Illinois
- Bilingual, a plus

All full time benefits eligible positions include a comprehensive benefits package which includes: Health, Dental, Vision, Life, Disability & AD&D insurance, a defined benefit pension plan as well as paid leave which includes Vacation, Holiday and Sick. In addition, we offer tuition waivers for employees and dependents. Click for a complete list of benefits at: <https://www.hr.uillinois.edu/benefits>.

For consideration applicants can apply by **December 2, 2020** to <https://jobs.uic.edu/job-board/job-details?jobID=137610>

The University of Illinois at Chicago is an Equal Opportunity, Affirmative Action employer. Minorities, women, veterans and individuals with disabilities are encouraged to apply.

The University of Illinois may conduct background checks on all job candidates upon acceptance of a contingent offer. Background checks will be performed in compliance with the Fair Credit Reporting Act.