

Fellow
Institute for Privacy Protection at Seton Hall Law School
Job Description (11/04/16)

Position Description

As the Fellow in the Institute for Privacy Protection your duties would include:

- Developing educational materials for businesses and consumers about privacy threats and relevant privacy rights and legal requirements. These materials may be part of online courses and/or live events.
- Developing and coordinating an outreach and training project for youth, parents and teachers to educate them about privacy threats and appropriate online behavior. This project will include developing training materials, instructing law students and organizing the logistics of the outreach program in schools and other venues.
- Organizing and executing the activities of the Institute. The position requires planning meetings, collaborating with colleagues at Seton Hall University and with community representatives, tracking and reporting on spending and activities, development of materials about the Institute, responding to calls and mail to the Institute, helping to organize conferences, and general administrative support and project management. Organizing inter-disciplinary forums in which leading experts from legal academia, legal practice, psychology, engineering as well as consumer and business representatives will participate to discuss novel privacy threats and potential solutions.
- Developing additional programming, and providing administrative support for those programs, consistent with the Institute's mission.

The Fellow reports to the Director of the Institute for Privacy Protection.

Position is full-time. Flexible hours are available. The position includes a competitive salary and compensation package.

Job Qualifications

Applicants must have (i) a Bachelor's degree and; (ii) a J.D., LL.M., other relevant Master's or PhD degree, or at least three years of experience in the privacy field. We seek candidates with a strong academic record, excellent written and oral communication skills, and a commitment to education. Candidates must demonstrate an ability to be proactive and work independently. Strong organizational skills and the ability to perform and prioritize multiple tasks with excellent

attention to detail are required. Experience in K-12 education or other youth programming is desirable.

About the Institute

The Institute for Privacy Protection, which was founded in 2016, operates under the leadership of Director and Professor Gaia Bernstein. The Institute seeks to educate consumers and businesses and to provide inter-disciplinary forums to address emerging privacy issues.

The Institute is part of Seton Hall Law School, which is located in Newark, New Jersey. It is one block from Newark Penn Station (with trains and subway service to many parts of New Jersey and to New York City).

Application

Interested individuals are encouraged to apply at their earliest convenience. Review of applications will begin November 15, 2016, and will continue until the position is filled.

To apply, please send a letter of interest, resume, list of three references, and a writing sample to the attention of Professor Gaia Bernstein at trang.nguyen@shu.edu.

Seton Hall University is an Equal Opportunity/Affirmative Action employer. It honors diversity and respects the religious commitments of all employees. In turn, its employees respect Catholic beliefs and values, and they support its mission as a Catholic institution of higher education.

