

JOB DESCRIPTION

RESEARCH ASSOCIATE (LEGAL)

The Research Associate (RA) will be primarily responsible for submitting bi-weekly research assignments in the fields of law, legal research and current developments to be published under their name, and conducting research and compiling findings to support the activities of Law & Order.

DURATION

Minimum 1 month (with the option to extend tenure)

SKILLS REQUIRED

- ❖ Currently pursuing/graduated with a Bachelors in Law (LLB) from a reputed institution.
- ❖ Impeccable research, writing, analytical, and communication skills.
- ❖ Strong interest in current legal and social issues
- ❖ Knowledge of citations and finding sources, etc.
- ❖ In-depth understanding of MS Office including word, excel, etc. and Google applications (Drive, Google Docs, etc.).
- ❖ Self-motivated, proactive, hardworking, and punctual.
- ❖ Ability to listen, make informed decisions, and handle constructive feedback.

RESPONSIBILITIES

- ❖ **Research and content creation:** The RA will receive bi-weekly research assignments related to legal/social scientific research and analysis, depending on the interests/expertise of the RA
- ❖ **Compiling findings and drafting written content that is informed by research:** which may include articles, op-eds, policy briefs, and additional research assignments.
- ❖ Working with the Co-Editors-in-Chief to identify research priorities for Law & Order
- ❖ Reporting directly to the assigned Senior Editor
- ❖ Other organizational/logistical support as needed

PERKS

- ❖ Certificate to recognize your contributions as an RA
- ❖ Certificate of publication for every article published on the Law & Order website
- ❖ Option to extend your tenure as a permanent member of the team and a chance to be on the Editorial Board (subject to performance as an RA)

APPLICATION PROCEDURE

Please fill out the application form available on <https://www.law-order.org/opportunities>

To upload your Resume/CV on the form:

1. First, upload your resume file on Google Drive/Dropbox
2. Share the link of this file on the designated section of the form

Note: Please do not send applications over email, only applications submitted through the form will be considered.