

HARVARD LAW SCHOOL

Human Resources

Job Title, Department: Research Intake Assistant, Access to Justice Lab

Grade, FLSA Status: 52, non-exempt

Reports to: Research Associate

Job Summary

Imagine if lawyers, judges, and decision makers used rigorous evidence to design and run the U.S. justice system. They could:

- enable far more people, especially those who can't afford to hire lawyers, to access civil justice;
- make the criminal justice system fairer and more efficient; and
- promote the dignity and respect of individuals and families as they encounter the justice system.

The [Access to Justice Lab](#) creates and shares the rigorous evidence needed to make these transformations happen.

This position will support the A2J Faculty Director, the Research Associate and one or more front-line researchers to implement A2J Lab field operations. The intake assistant may conduct background research on the effort to transform the US legal system into an evidence-based profession.

Job Specific Responsibilities:

As an Intake Assistant you will, for the Persistent Low-Level Offender Diversion Program Evaluation:

- Coordinate and execute study consent protocols in compliance with Institutional Review Board direction and with the specific direction and instructions of the A2J Lab front-line researcher
- Following established protocols, conduct enrollment of participants, set up participants to take surveys online, and collect data.
- Support maintaining contact with study participants and with survey non-response follow-up
- Support coding data into spreadsheets
- Under close supervision, facilitate communications and follow up on open items with the Toledo Municipal Court and its stakeholders, and third-party administrative data holders
- As part of the study team, troubleshoot operational issues as they arise
- As needed, will assist with administrative support for research studies, including but not limited to, scanning, transmitting and mailing records.
- Update project documentation related to study operations of the A2J Lab and field partners
- Perform other duties as assigned

Basic Qualifications

College background or equivalent experience.

Additional Qualifications

We are looking for people who have:

- At least one-year of related experience (relevant course work may count) as an asset
- Strong communication skills
- Knowledge of research populations, including lived experience as a justice-system impacted individual, preferred
- Ability to multi-task
- Prior experience in project management and organization preferred
- Strong cooperation skills and motivation
- Basic computer skills, including Microsoft Office suite
- Proficiency in Spanish, as an asset

Working Conditions:

This position is based in Toledo, Ohio and will require residency within the state. The role will require in-person duties within the state of Ohio as determined by manager and Toledo Municipal Court-system.

Additional Information:

This is a one-year term appointment with the potential for renewal, subject to departmental funding and need.

The duties listed above are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

FOR HR USE:

JOB CODE	FLSA STATUS	GRADE	REVISION DATE
403109	Non-exempt	52	

Required Background Checks (as applicable: *identity*, education, license, criminal, credit [includes criminal]) Learn more about [University background screening](#), view a [summary](#) of the Harvard guidelines and use this [checklist](#) to determine the background checks required. Use *red font* to indicate which background checks apply to this position.