

Summer Student 2025

16 weeks contract

About the organization

The Alberta Civil Liberties Research Centre (ACLRC) is a non-profit organization dedicated to promoting awareness, understanding, and education of civil liberties and human rights in Alberta. Through research, public legal education, and community engagement, we strive to advance justice, equality, and the protection of fundamental freedoms for all. Our work addresses critical issues such as discrimination, privacy, freedom of expression, and access to justice, making a meaningful impact on communities across the province. Joining the ACLRC means contributing to a team committed to fostering a more equitable and informed society.

About the Role

ACLRC is seeking a motivated and detail-oriented law student to support the organization in organizing and cataloging its physical and digital legal library. This role is ideal for a first- or second-year law student interested in legal research, knowledge management, and improving access to legal resources.

This position reports directly to the Executive Director (ED) and works in cooperation with the Director of Research and Education (DRE) and the Communications Coordinator.

Position Details:

<u>Time commitment:</u>	Full-time role (35 hours per week)
<u>Duration:</u>	16 weeks (May 5, 2025 – August 22, 2025)
<u>Work condition:</u>	This is a in-person role with some limited hybrid options
<u>Remuneration:</u>	\$19.70 per hour, Plus 4% vacation pay
<u>Work hours:</u>	Monday to Friday 35 hours peer week

Key Responsibilities

- **Library Inventory & Indexing:** Complete a full inventory of legal books, magazines and other audiovisual materials in ACLRC's physical library and create an indexed record of available materials.
- **Publications Organization:** Conduct a full inventory of ACLRC publications, ensure all are available in our virtual library, and assign relevant tags to improve searchability.
- **Library Borrowing System:** Develop and implement a process for staff, volunteers, and community members to borrow books from ACLRC's physical library.

- **Administrative Support:** Assist with other administrative and organizational tasks as required.

Benefits of Working with the ACLRC

- **Hands-on Experience:** Gain practical experience in legal research, library organization, and non-profit administration.
- **Mentorship & Networking:** Work closely with legal professionals and human rights educators, expanding your professional network.
- **Flexible Work Environment:** Enjoy a hybrid work arrangement with a flexible schedule.
- **Skill Development:** Enhance your research, organizational, and analytical skills, which are valuable for legal studies and future careers.
- **Meaningful Work:** Contribute to a mission-driven organization dedicated to human rights and social justice.

Who We Are Looking For

This position is ideal for a first- or second-year law student with strong organizational skills and attention to detail. The successful candidate will:

- Have experience or interest in library organization, legal research, or archival work.
- Be proficient with Microsoft Office, SharePoint and data entry tools.
- Have excellent written and verbal communication skills.
- Be able to work independently and take initiative in problem-solving.
- Have a keen interest in human rights, civil liberties, and legal education.

How to Apply

To apply, please submit your **resume and cover letter** in a single PDF file titled "FirstName_LastName_Summer Student Application 2025" to **Alex Montiel, Executive Director**, at **Alex.Montiel@UCalgary.ca**.

Applications will be reviewed on a rolling basis until the position is filled.

We encourage applicants from diverse backgrounds to apply. Thank you for your interest in joining ACLRC!