

# POSITION ANNOUNCEMENT

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## Position:

**RESOURCE CENTER ASSISTANT  
RESOLUTION SYSTEMS INSTITUTE**

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### THE RSI MISSION

The mission of Resolution Systems Institute (RSI) is to strengthen justice by enhancing court alternative dispute resolution systems. To accomplish this mission, RSI provides court ADR program development, monitoring, and evaluation and an online Resource Center. RSI is not-for-profit and affiliated with the Center for Conflict Resolution. For more information, please see our web site at [AboutRSI.org](http://AboutRSI.org).

### DUTIES OF RESOURCE CENTER ASSISTANT

This position is a great opportunity to be exposed to a vast amount of research regarding ADR. The Resource Center Assistant will assist in the creation of a new national guide to court ADR programs on [CourtADR.org](http://CourtADR.org), RSI's court ADR resource center. Duties include gathering information on court ADR programs throughout the country and writing brief descriptions of them, gathering resources on ADR, categorizing and reviewing them for content, maintaining Resource Center files, and assisting the Resource Center Coordinator and Director of Research in other duties.

The position requires strong research and writing skills, attention to detail, and proficiency with Microsoft Office (Word, Excel and Access) and the Internet. The ideal candidate will have a familiarity with ADR and an interest in its increased use in the courts.

The Resource Center Assistant will be paid \$11.00 per hour. The Resource Center Assistant reports to the RSI Resource Center Coordinator and works closely with the Director of Research. The position offers the opportunity for extensive exposure to the rapidly developing ADR field.

This temporary position is part-time until May, and is then full-time for the duration of the summer. Applications must be received by January 15, 2010.

Submit cover letter and resume by mail, e-mail, or fax to:

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Director of Administration  
Resolution Systems Institute  
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