**2017 Cornell University ILR School**

**Martin and Laurie Scheinman Institute on Conflict Resolution**

**New York City**

The Scheinman Institute on Conflict Resolution is part of the ILR School, Extension and Outreach Division in both NYC and Ithaca. The Scheinman Institute provides undergraduate and graduate education and interdisciplinary research focused on conflict resolution in the workplace. The institute’s NYC extension division primary work is delivering training programs for professional development.

The Research Fellow will conduct research and assist Extension faculty. *This is a full-time, paid fellowship based in NYC, beginning Monday, June 5, 2017. Fellows will be paid $11.00 per hour for a maximum of 290 hours of work.*

**Employment Law, Employee Relations, and Diversity & Inclusion:**

* Employment law updates
* Research in all areas of content
* Assist with ongoing development of all Employee Relations, Employment Law and Diversity & Inclusion workshops, materials and marketing

**Qualifications:**

* Excellent written and verbal skills;
* Ability to work independently and remotely;
* Research and analytical skills;
* Interest in learning more about these content areas;
* Interpersonal skills and the ability to work as a member of a high-performing team;
* Proficiency in web-based research and Microsoft Office; experience using Lexis.
* *Preference will be given to those with relevant work experience; all encouraged to apply.*

**Submissions for the 2017 Scheinman Institute Summer Fellowship must include:**

1. A cover letter explaining which content area you are most interested in and why
2. Provide two (2) references that can be contacted
3. A resume (including current contact information & graduating class)
4. An applicable writing sample

Please send complete application to Ms. RuthAnn Heath rh363@cornell.edu (**by April 3, 2017).**

*Cornell University is an equal opportunity, affirmative action educator and employer.*

APPLICATION

**ILR Undergraduate Summer 2017 Research Fellows Program**

**MARTIN AND LAURIE SCHEINMAN INSTITUTE ON CONFLICT RESOLUTION**

Name:

E-Mail Address:

Campus Address:

Campus Telephone:

Current Year at ILR (check 1) Sophomore Junior

 Freshman

**Supervisor’s Name: Susan Brecher (NYC)**

**Project Title: Employment Law, Employee Relations, and Diversity & Inclusion**

**Application is for: Summer 2017 ✓ Academic Year 2016-2017**

Applications should be submitted to Ms. RuthAnn Heath at rh363@cornell.edu by no later than **Friday, March 31, 2017**.