



Position Title: Instructional Assistant I, Law Center
Reports To: Law Center Director
Department: Law Center
Prepared By/Date: Donna French/06-22-2011
Approved By/Date: Thomas Nguyen/06-22-2011
Revised:

Job Code: 4802
Job Group: SNE
Salary Grade: 9
FLSA Status: Non-Exempt

Summary:

This position works with the Law Center Director, faculty, staff and students to promote paralegal education. Assists the Director with reports and exhibits, extensive clerical support, along with registration and advising to students.

Essential Duties and Responsibilities:

- Prepares reports, provides Law Center and academic information, advises students, and evaluates graduation and placement documentation
- Acts as liaison and provides support to the faculty and Law Center Director
- Provides service and educational resources to faculty, assisting with payroll, budget, and advisory committee
- Monitors and processes budget expenditures
- Prepares exhibits and assists with reports for the American Bar Association
- Assists with recruitment and the organization and participation of showcases, special events, and Expos
- Manages all departmental office functions and supervises part-time staff and student assistants
- Coordinates projects for Law Center personnel
- Orders supplies and course materials to maintain an accurate inventory
- Records, grades, and follows through to completion other recordkeeping tasks
- Performs other duties as assigned

Knowledge, Skills and Abilities:

- Proficiency in Microsoft Office and other required computer software applications
- Ability to exercise independent judgment and work with minimal supervision
- Ability to work under pressure, meet deadlines, and to pay attention to details
- Possess excellent oral and written communication skills
- Possess outstanding organizational and problem-solving skills
- Ability to write routine reports and correspondence
- Ability to maintain confidentiality
- Ability to speak effectively before groups of customers or employees of organization
- Ability to maintain effective and tactful interpersonal relations with students, faculty and administration
- Ability to provide transportation for travelling to events
- Ability to work a flexible schedule to include evenings and weekends
- Ability to work in a multi-ethnic and multi-cultural environment with students, faculty and staff

Work Environment:

The work environment characteristics described here are representative of those an employee

encounters while performing the essential functions of this job.

While performing the duties of this job, the noise level in the work environment is usually quiet.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit for many hours at a time and reach with hands and arms. The employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls and talk or hear. The employee is occasionally required to stand and walk.

While handling materials and supplies for events, the employee may be required to lift an average-weight up to 15 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Essential Personnel:

Non-essential

Minimum Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- One (1) year of college (30 credits) from a regionally accredited institution and three (3) years of related office work experience; or an Associate's degree and two (2) years of related office work experience

ACKNOWLEDGEMENT

I have read and acknowledge receipt of a copy of my job description.

Signature

Date

Printed Name