



Position Title: Part-Time Information Specialist – Law Center

Job Code: 8347

Reports To: Program Manager

Grade: C1

FLSA: Non-Exempt

Job Description:

The Part-Time Academic Information Specialist assists the Law Center.

Duties & Responsibilities:

- Provides general information to students and other visitors coming to the Law Center
- Answers telephone and route calls to the appropriate parties
- Provides students with course updates as needed
- Assists students with registration (overrides and schedule changes)
- Maintains brochures and information packets for the Legal Assisting Program to give to potential and current students
- Assists in posting of course cancellations and room changes
- Assists in student recruitment by manning information tables at high school expos and/or college fairs
- Maintains accurate and organized student advising/recruiting related files
- Assists in word processing memos, letters, tests, and other papers as assigned
- Performs other duties as assigned

Essential Personnel:

Non-essential

Minimum Requirements:

- High School Diploma or GED and six (6) months prior customer service experience required
- Ability to work independently with limited supervision
- Excellent oral and written communication skills
- Must possess a general knowledge of office practices, procedures and decorum
- Must be detailed oriented and able to handle multiple projects
- Must be computer literate and have knowledge of Microsoft Office
- Must be able to work a flexible schedule, which may include evenings and/or weekend assignments

ACKNOWLEDGEMENT

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

Signature

Date

Printed Name