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| Position Title: | Part-Time Law Center Assistant | Job Code: | 8349 |
| Reports To: | Director | Job Group: | Class-R |
| Department: | The Law Center | Salary Grade: | CT |
| Prepared By/Date: | Thomas Nguyen/02-14-11 | FLSA Status: | Non-Exempt |
| Approved By/Date: | Thomas Nguyen/02-14-11 | | |
| Revised: | Elaine Spence/02-14-11 | | |

Summary:

This position will monitor, prepare and coordinate processes for The Law Center while assisting students, faculty and staff in daily activities

Essential Duties & Responsibilities:

- Performs specialized tasks that provide ongoing administrative support to students, faculty and staff
- Assists with coordination of departmental programs, workshops, meetings, orientations and other events that serve students, faculty and / or the community
- Coordinates and prepares booklets and materials for classes, workshops and meetings
- Attends recruitment fairs and new student orientations
- Makes decisions regarding dissemination of information, screening of a students/ visitors and deferral or immediate actions in absence of supervisor
- Responds to telephone inquiries from students, faculty and staff
- Maintain database of legal career opportunities; notify students via Job E-mail Listserv of legal career opportunities
- Maintains adequate inventory of promotional materials and office supplies
- Prepares memos, letters, reports, and other documents assigned
- Prepares correspondence and drafts reports
- Attends and takes minutes at all departmental meetings
- Handles highly confidential information
- Performs other duties as assigned

Knowledge, Skills and Abilities:

- Must be computer literate and have a working knowledge of Microsoft Office
- Must be self-motivated and able to work independently or with minimal supervision
- Possess excellent organizational decision-making skills
- Ability to adapt to a high volume office environment
- Proficiency in meeting multiple deadlines

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 environment is moderate to 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.

Light lifting of boxes
Carrying bags to events
Walking to different departments

Essential Personnel:

Non-Essential

Minimum Requirements:

- Associate's degree from a regionally accredited institution and at least two (2) years of prior office experience

ACKNOWLEDGEMENT

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

Signature

Date

Printed Name