

SCHOOL OF LAW FACULTY ASSISTANT

POSITION SUMMARY: This is an administrative support position. A faculty assistant works directly with faculty providing administrative support to assist with class preparation, testing and grading. This position requires administrative and clerical duties as requested by faculty. A faculty assistant is assigned to assist more than one member of the faculty.

ESSENTIAL FUNCTIONS:

- Word processing and clerical duties including major telephone responsibilities
- Copying manuscripts and classroom assignments
- Dispersing law school information to students and visitors
- Specific projects and duties as assigned by the Dean (overflow work from other offices)
- Typing exams, syllabi, etc. for professors
- Assisting with student evaluations and administering exams
- Maintaining class rolls, filing, making travel arrangements, distributing mail, etc. for professors
- Preparing examinations, starting and stopping of exams, and the collection of exams for storage.

REQUIRED SKILLS, KNOWLEDGE AND ABILITIES:

- Excellent interpersonal skills and the ability to act in a professional manner
- Computer skills
- Good work ethic
- Ability to communicate well and understand written and oral instructions
- Experience with Microsoft Office applications
- Ability to maintain the highest degree of confidentiality and professionalism

QUALIFICATIONS:

- Associate Degree required
- Excellent oral and written communication skills
- Proficiency working in Microsoft Word

Reports to: Director of Finance and Administration

FSLA STATUS: non-exempt