

Position Title	Department	Reports to
Administrative Assistant	Administration	Executive Director
Employment Status	FLSA Status	Effective Date
<input type="checkbox"/> Temporary <input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time	<input type="checkbox"/> Non-Exempt <input checked="" type="checkbox"/> Exempt	

### POSITION SUMMARY

The Administrative Assistant is responsible for providing operational and administrative support to faculty, staff, and students. The Administrative Assistant should have the demonstrated ability to problem solve, successfully enjoy working independently but also as part of a team environment, and has a strong attention to detail. The position reports to the Executive Director and works closely with the faculty, dean, registrar and admissions staff. This is a full-time position Monday- Thursday: 11:30 a.m. - 8:00 p.m. & Fridays: 10:00 a.m. – 5:00 p.m.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

The essential functions include, but are not limited to the following:

- Greet students, faculty, staff, and visitors who enter the School and routes incoming calls the appropriate department.
- Manage course delivery and troubleshoot with any faculty or student technical issues: update the learning management system; including class materials, handouts, job postings, etc., coordinate audiovisual and/or technical support, and organize in-class activities as requested.
- Respond and communicate professionally to internal and external inquiries/stakeholders, and determine and take appropriate action as required.
- Manage and prioritize assignments from multiple faculty and staff simultaneously and with competing deadlines.
- Update and maintain the Schools website, database, materials and social media.
- Manage filing systems, scan documents, and maintain office inventory.
- Proof read, edit and administer internal and external communication to appropriate stakeholders.
- Perform duties associated with scheduling, organizing, and operating faculty events, including meetings, workshops, and seminars, including recommending vendors for services, overseeing the production and distribution of materials, coordinating logistics, and serving as liaison with internal and external vendors. Preparation of course materials, handouts, and meeting minutes.
- Assist with various administrative and clerical duties in the administration office.

## **MINIMUM QUALIFICATIONS (KNOWLEDGE, SKILLS, AND ABILITIES)**

- Excellent customer service, interpersonal, and public relations skills required to effectively communicate with faculty (senior lawyers and judges), staff, students and others from diverse backgrounds.
- PC literate with Microsoft Office (Outlook/Office 365, Word, Excel, Teams & Power Point), Zoom, and various software applications at an intermediate level with the ability to learn new tools quickly. Use of copier, printer, scanner, fax machine, multi-line phone.
- Self-starter with excellent organizational, verbal, written and cognitive skills (including public speaking) and attention to detail.
- Ability to apply judgment to situations in order to escalate when necessary.
- Comfortable working in a multi-task environment with ability to juggle multiple competing priorities.
- Demonstrated success in following through and completing routine tasks.
- Experience in higher education (preferred).

## **PHYSICAL DEMANDS AND WORK ENVIRONMENT**

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

While performing the duties of this position, the employee is regularly required to talk or hear. The employee frequently is required to use hands or fingers, handle or feel objects, tools, or controls. The employee is occasionally required to stand; walk; sit; and reach with hands and arms. The employee will have extended periods of time sitting and working from a computer and on the phone. The employee must be able to work a flexible schedule or extended hours including some weekends or holidays. The employee must be able to work offsite on occasion for outreach activities. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this position include close vision, distance vision, and the ability to adjust focus. The noise level in the work environment is usually low to moderate.

**To apply for this position, please submit your resume and cover letter to [hr@lincolnlaw.edu](mailto:hr@lincolnlaw.edu)**