



JOB DESCRIPTION

JOB TITLE:	Clinic and Academic Administrative Assistant
DEPARTMENT:	Academics/Clinic
REPORTS TO:	Director of Academic Administration
POSITION STATUS:	Full-time, Non-exempt

GENERAL SUMMARY: Thomas Jefferson School of Law offers legal services and assistance to a diverse group of clients through our student Clinical Programs. The Clinic and Academic Administrative Assistant will provide administrative support to the Clinic, the Clinic faculty, students, and clients. In addition, the Clinic and Academic Administrative Assistant will assist the Director of Academic Administration with administration of the online and residential programs.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Greet law clinic visitors and clients in a professional manner.
- Answer incoming calls, and respond or provide information to callers, as appropriate.
- Schedule and administer all faculty course surveys and evaluations in Courtyard and provide survey to Associate Dean of Academic Affairs upon completion.
- Assist with online students' communication as needed.
- Perform online program and academic administrative duties, as needed.
- Act as back-up point-of-contact with some administrative duties for the Records Department a few times a year.
- Schedule workshops, conference calls, and use of office space.
- Maintain databases of clients, referrals, community partners, and services provided.
- Provide ongoing administrative support to clinic faculty and staff.
- Keep & update a calendar of upcoming community events.
- Create and distribute materials for legal clinics and workshops via grassroots outreach.
- Prepare and conduct informational presentations.
- Train clinic students in administrative procedures.
- Process applications for student certification by various government entities.
- Keep inventory of office supplies & maintenance.
- Review and respond to postal, telephone, and email requests in a timely manner.
- Performs other duties as assigned and/or required.

QUALIFICATIONS AND REQUIREMENTS:

- Required High School diploma.
- Minimum 1 year of work in an office environment.
- Excellent oral and written communication skills in English; fluency in Spanish preferable.
- Excellent interpersonal, customer service skills, and phone etiquette.
- Strong typing skills, proofreading skills, and ability to maintain and update databases.
- Proficiency in Microsoft Windows, Outlook, Word, Excel and Power Point.

- Strong computer skills, including Internet research.
- Ability to work independently using sound judgment and effective analytical skills.
- Ability to prioritize multiple assignments and respond to a variety of requests.
- Excellent organizational and time management skills.
- Must work well as a team.
- Ability to interact professionally with members of the public.
- Experience in a law office or similar environment preferred.
- Paralegal training or notary certification preferred.

PHYSICAL REQUIREMENTS (WITH OR WITHOUT ACCOMMODATIONS):

- Able to sit or stand, type, read or write for extended periods of time.
- Able to handle high level of stress in a useful, constructive manner.
- Able to lift/carry up to 20 pounds
- Able to perform the essential functions of the job with or without accommodation.

WORK SCHEDULE:

- Full-time, Monday through Friday, flexibility to change work schedule to accommodate occasional evenings and Saturday work assignments.