



Administrative Assistant, Deans Office Job Description

Summary:

Under direction of the Dean, the Administrative Assistant is responsible for managing certain projects, assigned by the Dean, providing administrative support, and managing effective systems and protocols within the Dean's Office. Specific projects will be determined based on need, and will support academic programming and law school events. The Administrative Assistant will interface with individuals at all levels of the law school, and will have responsibility for confidential and sensitive communications among law school constituents. The successful candidate will handle administrative tasks, professional relationships, and confidential information with discretion and maturity.

Essential Duties & Responsibilities:

- Provide administrative and technical assistance on a wide range of special projects as assigned by the Deans.
- Assist with event planning, such as Commencement, Student Awards Ceremony, and the Multicultural Alumni Welcome Reception.
- Own and manage various administrative tasks, including producing annual compensation letters, maintaining school directories and other tasks, as needed.
- Draft memos and correspondence on behalf of the Dean.
- Provide research and analysis to prepare briefing materials.
- Respond to inquiries regarding law school and campus operations, policies and procedures.
- Forward situations and issues presented by staff, faculty, and external constituents to appropriate staff members for resolution.
- Organize and maintain a file system for correspondence and other records.
- Understand the program goals and priorities of the Dean, in order to prioritize issues according to urgency.
- Use multiple computer applications to support key administrative functions.
- Working closely with the administrative assistant to the dean.
- Provide support to other departments and perform other duties as needed.

Qualifications/Job Requirements:

- Bachelor's Degree and 3-5 years' experience as an administrative assistant.
- Excellent written communication skills with the ability to compose correspondence using correct spelling, grammar, and punctuation.

- Proficiency in the Microsoft Office Suite. Specific knowledge of Outlook email and calendar, Zoom, and open to learning new computer applications as the school develops technologically.
- Outstanding verbal communication skills and the ability to communicate comfortably at all levels in the law school community including trustees, faculty, students, staff and the public.
- Ability to show discretion and tact with sensitive and confidential information.
- Skill in utilizing resources to find information and conduct research.
- Skill at managing multiple tasks with competing deadlines.
- Must be an enthusiastic team player but also have the ability to work independently.
- Must exhibit a high degree of professionalism, dependability, and punctuality.
- Event planning experience preferred.

To apply: Send resume & cover letter to deansoffice@nesl.edu.

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