

**Administrative Assistant, Student Services  
Job Description**

**Job Summary:**

The Student Services Administrative Assistant provides administrative support to the Director of Student Services, serves as a source of information for students, and assures the smooth operation of the day-to-day activities of the office. Specific responsibilities include maintaining the Director's calendar, correspondence, various administrative tasks, and other duties as needed.

**Note: This position is a full-time position working 40 hours per week**

**Job Responsibilities:**

- Provide overall administrative support to the Director in all aspects of student support -- including but not limited to correspondence, answering phone, calendar management, filing, mailings, and meeting coordination
- Assist the Director in the coordination of wellness & mental health programming and events that are of interest to the students in order to cultivate and build the law school community
- Provide support to students in understanding policies related to academics, conduct, transfers, absences, withdrawal, academic concern, dismissal, readmission, and other matters
- Assist with the coordination of events such as the Multicultural Event, Commencement, Student Awards
- Collect and assist with the analysis of student satisfaction/experience survey data and assist with the development and implementation of responsive changes
- Work closely with the accommodations process for students with disabilities
- Meet with students as needed to provide support in addressing student concerns, Student Academic Progress Appeal Process, and other administrative / student related interests
- Manage information on the student facing Intranet platform to keep all student-related information relevant and updated
- Send out monthly newsletters to the student body to give brief updates about events or announcements from the Office of Student Services
- Support the Director in communications with students and other relevant constituents
- Ability to organize information and office materials, file in a transparent system and by office standard deadlines so other people using the systems can easily find needed materials
- Provide smooth and accurate flow of information to and from the Director and others who are in contact with the office
- Answer phone calls promptly and courteously
- Respond to needs/concerns/questions in absence of Director
- Comply with all relevant School record keeping requirements
- Perform other duties as assigned, including assisting with other departments as needed.

**Required Skills/Abilities:**

- Excellent written communication skills with the ability to compose correspondence using correct spelling, grammar and punctuation
- Meeting and event management skills including notifications, preparation of agendas, exhibits, minutes and mailings
- Proficient in the Microsoft Office Suite or related software.
- Skilled in utilizing resources to find information and conduct research
- Calendar management
- Must be an enthusiastic team player but also have the ability to work independently
- Calm and helpful manner with all constituents
- Must demonstrate professional conduct in dress and manner
- Exhibit high degree of dependability and punctuality
- Highly organized with multi-tasking capability to manage multiple projects to deadline
- Working familiarity with office equipment/systems
- Professional boundaries in regard to the handling of privileged and confidential information.
- Excellent organizational skills and attention to detail.
- Ability to work a flexible schedule, including occasional evenings and weekends

### **Education and Experience:**

- Associates degree required; Bachelor's degree preferred.
- Must have experience working in an office environment, preferably in an educational institution.
- Minimum of one to three years of experience in an administrative role.

**To apply:** Send resume & cover letter to Human Resources at [dtyrrell@nesl.edu](mailto:dtyrrell@nesl.edu)

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