



**Job Description**  
**Senior Executive Assistant**  
**to the Chief Executive Officer and Dean**

**Summary:**

The Senior Executive Assistant is responsible for providing executive-level administrative support for the Chief Executive Officer and Dean of New England Law while providing leadership in managing effective systems and protocols within the Office of the Dean. This position will manage the Dean's calendar, conduct research to prepare briefing materials, coordinate travel and events, manage the Dean's tasks, and coordinate confidential and sensitive communications among Law School constituents and administration with discretion and maturity.

This exempt and fully on-site position works closely with many facets of the Law School community including the Board of Trustees, alumni, student and faculty services, human resources, and other faculty and staff.

**Essential Duties & Responsibilities:**

- Draft routine memos and correspondence on behalf of the Dean.
- Provide research and analysis to prepare briefing materials for the Dean.
- Work collaboratively as a member of the Deans' Office team.
- Manage multiple tasks with competing deadlines.
- Respond to routine and non-routine 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.
- Provide administrative and technical assistance on a wide range of special projects as assigned by the Dean.
- Make high-level contacts of a sensitive nature regarding routine and non-routine issues, internally and externally, requiring a high degree of discretion, diplomacy, and efficiency.
- Understand the program goals and priorities of the Dean, in order to prioritize issues according to urgency.
- Function as a gatekeeper to ensure prioritization of the Dean's time.
- Respond to a wide variety of inquiries from faculty and staff.
- Use multiple computer applications to support key administrative functions.
- Manage the Dean's task list and follow-up activities to ensure timely completion of projects.
- Organize and maintain a file system for correspondence and other records.
- Develop and manage a database of contacts, initiatives, and assignments.

- Function as a resource to other staff; provide coaching and training to ensure situations and issues are appropriately managed; direct staff and forward issues as needed for appropriate resolution.
- Perform other related duties and tasks as assigned.

**Qualifications/Job Requirements:**

- Associate's degree and 3-5 years' experience in an executive office, preferably in an academic setting or equivalent combination of education and experience.
- Ability to provide high-quality customer service.
- 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 an openness to learning new computer applications as the school adopts new technology.
- Ability to pay close attention to detail and proofreading.
- Outstanding verbal communication skills and the ability to communicate comfortably at all levels in the Law School community, including with trustees, faculty, students, and staff as well as the public.
- Skilled at utilizing resources to find information and conduct research.
- Must be an enthusiastic team player but also have the ability to work independently.
- Diplomacy, professional appearance and demeanor, and excellent attendance.
- Exhibit a high degree of dependability.
- Professionalism and ability to work with confidential information.
- Excellent multi-tasking skills.
- Must be able to work on occasional evenings or weekends during special events.

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

Please include the words "Senior Executive Assistant" in the subject heading. NO PHONE CALLS PLEASE. Applications will be considered on a rolling basis and resumes received without cover letters will not be reviewed. We are unable to sponsor or support Employment Visas at this time.

*It is the policy of New England Law | Boston to provide equality of opportunity for all persons, including faculty and employees, with respect to hiring, continuation, promotion, tenure, and any other terms or conditions of employment, without discrimination on the basis of race, color, religion, national or ethnic origin, sex, sexual orientation, gender (including identity and expression), genetic information, military service, age, or disability. The law school complies with all applicable federal, state, and local nondiscrimination laws, including Title IX.*