

**Job Title:** Administrative Assistant and Interlibrary Loan (part-time, on-site position)

**Salary Range:** \$24.00 - 26.00 an hour

**Summary:**

New England Law Boston has been a mainstay within Boston for over 100 years. Located in the heart of historic downtown, New England Law offers the opportunity to become an integral part of a special community of students, scholars, and dedicated people from diverse backgrounds.

Under the direction of the Director of the Law Library, coordinate all clerical, administrative and payroll activities for the office with a focus on library student workers. Additionally, this role will handle all incoming and outgoing interlibrary loan operations.

**Hours and Schedule:**

27.5 hours a week. Some flexibility, but evenings and occasional weekend day(s) required. Five six-hour shifts required with 30 minute breaks per shift.

**Key Responsibilities:**

**Administrative**

- Prepare bi-weekly payrolls for student library employees including both federal work study and non-federal work study students.
- Maintain records and various personnel files for library student workers.
- Update weekly schedules with changes for all student employees; handle student employee correspondence related to employment and schedules.

**Interlibrary loan**

- Manage resource sharing functions of interlibrary loan and document delivery via OCLC's Worldshare Management system.
- Provide customer service to library users in a courteous and professional manner.
- Scan, send, and receive articles electronically.

**Requirements:**

- Associate or Bachelor's degree
- Demonstrated analytical, organizational, and decision-making skills
- Attention to detail.
- Strong interpersonal skills
- Ability to work evenings and the occasional weekend day.

## Preferred Qualifications

- Experience in academic or law libraries
- Experience creating and updating weekly employee schedules
- Experience coordinating student workers

**To apply:** E-mail a cover letter and resume to Prof. Thomas E. Hemstock, Jr., New England Law Boston Library Director, at themstock@nesl.edu, with a copy to: humanresources@nesl.edu. The subject line should be “Administrative Assistant and Interlibrary Loan” Applications will be considered on a rolling basis and resumes received without cover letters will not be reviewed. We are unable to sponsor or take over sponsorship of an Employment Visa 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 and 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 identity or gender expression, genetic information, military status, age, or disability. The law school complies with all applicable federal, state, and local nondiscrimination laws, including Title IX.**