Applications are being accepted in Human Resources for a Senior Administrative Assistant position in the School of Law. The employee reports to the Managing Director, Law Clinic Administration.

Responsibilities

Provides administrative support for the Law Clinic:
Types correspondence, pleadings and memos for Clinic interns using WordPerfect, Word, Excel or a typewriter as appropriate. Answers the telephone and greets guests (clients, applicants, students), identifying callers’ needs and requests, providing basic information about Law Clinic services, routing calls, relaying messages and directing visitors as appropriate to facilitate communication and assist callers and staff. Interviews potential clients on the phone or in person to complete forms and identify needs as part of the screening/intake procedure for Law Clinic services. Identifies appropriate sources for assistance and directs clients accordingly. Sorts, date stamps and distributes Law Clinic mail. Prepares outgoing mail for certified or federal express delivery as needed. Transmits documents using fax, email or scanning. Establishes, updates and maintains files to record and support Law Clinic activities; retrieves documents and correspondence as requested to assist Clinic interns and another staff. Updates and maintains the Law Clinic calendar to assist with scheduling as appropriate. Copies documents using either a small or large copier according to size and nature of copy job to be completed.

Provides administrative support for Law Clinic professors:
Types and/or copies correspondence, exams, assignments and other documents as requested; maintains attendance records and types, proofreads and communicates with other law schools to obtain/exchanges information to assist professors with scholarly writing projects. Distributes and collects exams as requested to assist professors. Enters final grades into Banner and prints grade sheets for faculty approval and signature. Oversees the use of copiers, trains users, troubleshoots problems, requests repairs and communicates with technicians as necessary to keep equipment in working order. Reserves conference rooms and classrooms for students and assigned faculty. Proctors exams and assists Examsoft Coordinator during mid-term exams and finals by distributing exams, answering student's questions, and securely collecting completed exams.

Performs other job related duties as assigned.

Required Qualifications: High school diploma or GED. Two years of experience providing administrative support, or completion of a course of study at the post-secondary level in Office Management/Support and one year of experience providing administrative support, or college degree and work experience in an office environment. Skilled computer and keyboarding ability. Excellent grammar, proofreading, written and verbal communication, and interpersonal skills. Ability to work independently and as part of a team, use and understand legal terminology, multi task, make decisions using sound judgment, and maintain confidentiality.
Preferred Qualifications: Work experience in a legal environment and/or working knowledge of legal terminology. Degree or certification in legal studies. Familiarity with legal citations. Work experience in higher education. Experience using SCT Ellucian/Banner.

Application Procedures

Submit a completed Washburn University Employment Application (available at www.washburn.edu/hr-forms) to getajob@washburn.edu or to Washburn University Human Resources, 118 Morgan Hall, 1700 SW College, Topeka, Kansas 66621. Resumes will not be accepted. Review of applications will begin August 1, 2016, and continue until interviews are scheduled. Entry rate is $11.39 per hour. Excellent fringe benefits package. Employment at Washburn University will be conditioned upon satisfactory completion of a background check.

To enrich education through diversity, Washburn University is an equal opportunity employer. Candidates from under-represented groups are encouraged to apply.