

Academic Planning and Career Development Assistant/Administrative Assistant

New York Law School is seeking a proactive, organized, and strategic Administrative Assistant to provide a variety of high-level customer service and administrative support to the Office of Academic Planning and Career Development. S/he will serve as a focal point of a dynamic, fast-paced educational student environment.

Principle Duties and Responsibilities:

- Provide general office support and assistance, including greeting office visitors; drafting well-crafted emails and announcements; managing the “career” email account; answering the career development phone; calendaring appointments; preparing expense reports; assisting students with reciprocity requests; ordering supplies; managing the resource library; managing the copy center; and office troubleshooting.
- Work on emerging office initiatives and various projects as assigned.
- Assist the office-wide coordinator with logistics for all academic planning and career development events, including booking rooms; coordinating publicity (flyers, portal, Symplicity); and liaising with the catering, audio-visual, and reception/security departments.
- Assist with the preparation and distribution of a weekly office newsletter and a diversity newsletter.
- Enter job postings and events into Symplicity, the office’s jobs database. Assist with event set-up and administration as needed.
- Assist the judicial and law office externship programs. Assistance may include contacting employers; disseminating student application and evaluation materials; and promoting programs to students, which may include preparing and posting announcements and coordinating the logistics of information sessions. Solicit and process student application materials; receive and process student time sheets; update the Externship Blackboard course with materials provided by faculty; provide additional materials to externship students and employers, as needed; and answer student questions and concerns, as needed.

Qualifications:

A college degree and a minimum two years of related experience are required. Familiarity with student groups is preferred. The successful candidate possesses excellent communication, grammar, spelling, and proofreading skills, as well as excellent word processing skills and proficiency in Microsoft Office applications. Experience with Symplicity is also preferred. In addition, s/he must possess exceptional interpersonal skills and enjoy working in a fast-paced environment with a range of people; there will be ongoing daily interaction with law students, law graduates, faculty, deans, and law school administrators. This position requires flexibility to work additional hours as required.

About New York Law School

Founded in 1891, New York Law School (NYLS) is an independent law school located in the heart of New York City's legal, government, financial, and emerging tech centers. Known as "New York's law school," NYLS embraces the city as its classroom by complementing a rigorous legal education with an innovative and diverse set of "uniquely New York" experiential learning opportunities. Since opening its doors, NYLS has produced graduates who have gone on to hold high elected and appointed office in the City, lead large and small firms, and gain broad recognition as captains of business and industry. Its renowned faculty of prolific scholars has built the School's strength in key areas of the law, including business and finance; government and public interest; and intellectual property, media, technology, and applied sciences. NYLS has more than 18,000 graduates and currently enrolls approximately 900 students in its full-time, part-time, and Two-Year Honors J.D. programs. The School also offers an advanced-degree program in Tax Law.

We offer an excellent comprehensive compensation and benefit package.

All candidates should send a cover letter **including salary history**, resume, and **completed** job application to jobs@nyls.edu. Find the application at www.nyls.edu. Please be sure to include your salary requirements and salary history when completing the application.

New York Law School is an Equal Opportunity Employer