Administrative Assistant II (full-time, 35 hours/week)  
Columbus School of Law  
Position 101736

**Position Summary:** The Law School provides graduate (JD) and post-graduate (LL.M) education for students preparing for the practice of law. This position will provide administrative support for both the Director of the Experiential Curriculum (a full-time faculty position) and the Pro-Bono Coordinator who works in the office of Career and Professional Development. Both functions relate to the provision of opportunities for students to work in situations – for credits or Pro-Bono – where they gain experience in the practice of law.

**Essential Responsibilities Include:** Develop and implement with the Director of the Experiential Curriculum and the Pro-Bono Coordinator a program that provides students with access to and information about placements for academic or pro-bono credits. Conduct outreach to students about experiential learning and Pro-Bono opportunities through email, print materials and social media platforms. Assist with the administration of the Externship Fairs, Pro-Bono Week activities, the annual Pro-Bono Reception and Community Service Day. Maintain and update database with information about available placements. Assist students throughout the process of their experiential or Pro-bono placement. Ensure that students and faculty as appropriate are completing all necessary forms for students to receive credit; review time log submissions and maintain accurate time records. Be principal point of contact for students, faculty, placement supervisors, etc., regarding externships and pro bono forms, time logs, and other administrative program requirements, including through email and phone correspondence. Collect student evaluations about their experiences. Perform other job related duties as assigned by the Director of the Experiential Curriculum, Director of Office of Career and Professional Development and Pro-Bono Coordinator.

**Minimum Qualifications:** A Bachelor's Degree required. At least (2) years of administrative or office experience required. Experience in an academic setting preferred. Proficiency in Microsoft Word, Microsoft Outlook, Excel, data entry and proofreading. Experience with Publisher is preferred. Must be customer-oriented. Attention to detail is critical.

**How to apply:** Forward application, resume, cover letter and salary requirements (salary expectations are considered part of application process): CUARecruitment@cua.edu. Reference position 101736 in subject line of email. Please do not include photos on resumes and save documents with first/last names. Applications close on 9/16/16.