



Ave Maria School of Law, North Naples Florida

Position Title: **Administrative Assistant to the Associate Dean for Academic Affairs and Faculty**
Coordinator for Faculty, Program for Academic Success (PAS), and Bar Preparation
Department: Faculty, Program for Academic Success, and Bar Preparation
Reports to: Associate Dean for Academic Affairs
Exemption: Non-Exempt, Full Time (40 hrs. per week)

General Responsibilities of the Associate Dean for Academic Affairs:

The Associate Dean for Academic Affairs oversee the entire academic program including scheduling classes, hiring adjunct professors, overseeing exams, approving all syllabi, approving grades, reviewing, handle all disciplinary issues including academic and non-academic, oversee honor board and any honor board procedures, approve all faculty account requests for reimbursement, handle budget for Academic Affairs department, speak at all admissions events and at orientation, and oversee the day to day matters of Legal Analysis, Writing and Research, PAS, and Bar Prep departments. The Associate Dean for Academic Affairs also teaches classes within the curriculum.

Responsibilities of Administrative Assistant Include:

- Assist in grade approval process in conjunction with the Registrar.
- Collect syllabus each semester and maintain file.
- Organize adjunct evaluations each semester.
- Prepare letters and other correspondence including recommendation letters, dismissal letters, character, and fitness letters, notice of Advanced Critical Thinking and Legal Analysis (ACTLA) requirement, and others as requested.
- Greet students and facilitate appointments requested with Associate Dean for Academic Affairs.
- Prepare expense reports for Associate Dean.
- Facilitate Associate Dean's approval of faculty expense reports for processing.
- Maintain the Honor Code book and update annually prior to Honor Code ceremony and assist with the annual Honor Board nomination process.
- Maintain strict confidentiality related to student disciplinary and non-disciplinary matters. Prepare requested materials regarding such matters.
- Assist Associate Dean for Academic Affairs with other matters as requested – e.g., projects.
- Assist with any presentations or speaking engagements for the Associate Dean.

- Prepare engagement letters for adjunct faculty and assist with organizing training for all new adjunct faculty.
- Assist the Associate Dean when the Associate Dean teaches a class such as keeping attendance, assisting with Canvas postings, and collecting submissions and recording grades

Faculty Coordinator Overview: The PAS, Bar Prep Department, and Faculty Coordinator position is responsible for providing administrative support for the PAS and Bar Prep Department as well as additional full-time and coordinating all PAS and Bar Prep courses, programs presentations, workshops, and other departmental activities and functions.

Responsibilities Include:

- Manage and coordinate administrative functions of approximately PAS (3), and Bar Prep (2), and Faculty members (6).
- Provide administrative support for the Faculty, PAS, Bar Prep and designated faculty, for classes, including preparing, distributing, and collecting materials, coordinating room schedules and instructors, managing attendance and coordinating schedules for department personnel; managing, organizing, and tracking the submission of assignments from students; and performing other administrative and coordinating functions, as required.
- Coordinate course administration, including tracking submissions; scheduling student conferences; proctoring exams, and communicating frequently with students.
- Assist Professors with research and publication, including proofreading, fact checking, coordination with Law Reviews and publishers, and similar duties.
- Proofreading for accuracy, completeness, formatting, and correct English usage, including grammar, punctuation, and spelling; and submitting proposals and coordinating logistics associated with law review and article writing.
- Represent Faculty, PAS, and Bar Prep to outside professors, students, applicants, and visitors, coordinating appropriate classrooms and resources as needed.
- Perform difficult, complex, technical, and/or specialized office support work, which requires the exercise of independent judgment, the application of technical skills, and a detailed knowledge of the activities and procedures specific to Faculty.
- Prepare correspondence, forms, work orders, and specialized documents, maintain accurate documentation for all department expenditures and order/maintain office supplies.
- Attend to a variety of administrative details such as keeping informed of departmental activities, transmitting information, developing, implementing, and interpreting policies and procedures and monitoring day to day operations, participating in departmental meetings.
- Upload syllabi and new course postings and other documents into CANVAS.
- Typing, filing, information and database management.
- Arrange hotel and flight reservations for Faculty and guests.
- Arrange Faculty lunches, advisee lunches, etc. as requested.
- Process mass mailings, OSCAR submissions for letters of recommendation and electronic submissions for law review articles.
- Printing and photocopying, when needed.

Job Requirements:

- College degree required.
- Ability to represent the Faculty, PAS, and Bar Prep Departments to other departments and to outside professionals, attorneys, and professors.
- Willingness and ability to learn and understand the nature of Faculty and Clinic courses and all syllabus requirements, and to administer a course with heavy student submissions, numerous student conferences, multiple exams, and intensive coordination and student contact; track student submissions, and coordinate directly with students and professors, as necessary.
- Willingness and ability to utilize sound independent judgment and initiative in dealing with sensitive issues, sometimes involving competing priorities, deadlines, and multiple ongoing tasks.
- Working knowledge of Adobe Acrobat Pro, Microsoft Office Outlook, Excel, Word, and PowerPoint.
- Familiarity with office equipment, and FedEx & UPS mailings.
- Ability to type 40-45 wpm
- Good organizational skills and attention to detail
- Flexibility and ability to prioritize
- Must be able to work independently and with direction
- Knowledge of or willingness to learn Ave Central (Law School portal).
- Ability to manage multiple projects and work for several individuals

Desired:

- Familiarity with higher education and/or the legal profession.
- Familiarity with the OSCAR judicial recommendation system.
- Familiarity with CANVAS Learning Management System (LMS).

Ave Maria School of Law recognizes the inherent value and dignity of all members of the human family. It values equal opportunity and seeks racial, cultural, and ethnic diversity. The Law School does not preclude admission or retention of students or employees on the basis of race, color, religion, national origin, gender or gender identity, sexual orientation, age, disability, or status as a veteran or disabled veteran. The Law School maintains its Catholic character but is open to persons of all religious faiths who respect the goals of Ave Maria School of Law and whose conduct does not undermine the Law School's religious goals or compromise its Catholic identity.