



THOMAS JEFFERSON

SCHOOL of LAW

JOB DESCRIPTION

JOB TITLE: Faculty Assistant
DEPARTMENT: Academics
REPORTS TO: Director of Academic Administration
POSITION STATUS: Full Time, Non-Exempt

GENERAL SUMMARY: To provide reception and administrative support to the Faculty, and the Director of Academic Administration as needed.

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Receptionist: greet visitors, answer calls, directing individuals, handling inquires.
- Typing and photocopying
- File maintenance
- Schedule and coordinate meetings
- Course book ordering
- Preparation and distribution of initial course assignments
- Preparation and distribution of course syllabi
- Administrative assistance to faculty committees
- Exam administration assistance
- Maintain master faculty calendars
- Order supplies for faculty and faculty support staff
- Maintain course packets
- Preparation and distribution of class review schedules
- Update and maintain faculty section of school's web site
- Other duties and responsibilities as requested and required

KNOWLEDGE, SKILLS & ABILITIES:

- Typing (50 WPM accurately)
- Word processing (MS Word, WordPerfect, Excel, PowerPoint)
- Operation of fax machines, multi-line telephone system, various copiers and printers
- Excellent oral and written communication (including proofreading)
- Ability to organize projects
- Ability to multi-task and meet deadlines
- Strong Customer Service background
- Patience and the ability to interface well with a variety of personalities
- High school diploma and administrative assistance experience

PHYSICAL REQUIREMENTS:

- Ability to sit or stand for long periods of time such as while working at a computer and writing for extended periods of time.
- Must be able to communicate well with students, staff, faculty and others;
- Ability to handle high level of stress in a useful, constructive manner;
- Ability to assist in lifting materials up to 20 pounds

WORK SCHEDULE:

- 40 hours per week, generally Monday through Friday, either 8:00 a.m. – 5:00 pm. or 9:00 a.m. – 6:00 p.m. or alternating with other staff. A one hour lunch break to be coordinated with other staff. Hours will vary during testing cycles to include nights and weekends. Hours may vary depending on vacation/sick days of other Faculty Assistants or special events.