

Clinical Program Coordinator and Legal Assistant, Law  
School  
University at Buffalo, The State University of New York

Direct Link: <https://www.AcademicKeys.com/r?job=231049>

Downloaded On: Jun. 18, 2024 6:34pm

Posted Feb. 20, 2024, set to expire Aug. 4, 2024

<b>Job Title</b>	Clinical Program Coordinator and Legal Assistant, Law School
<b>Department</b>	Law School
<b>Institution</b>	University at Buffalo, The State University of New York Buffalo, New York
<b>Date Posted</b>	Feb. 20, 2024
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Professional Staff
<b>Academic Field(s)</b>	Law - General
<b>Job Website</b>	<a href="https://www.ubjobs.buffalo.edu/postings/48256">https://www.ubjobs.buffalo.edu/postings/48256</a>
<b>Apply By Email</b>	
<b>Job Description</b>	

### Position Summary

The University at Buffalo [School of Law](#) invites applications for the position of **Clinical Program Coordinator and Legal Assistant**. In this role you will work for the Clinical Legal Program at the Law School, helping to support its mission to educate law students and provide access to justice in the broader community. The coordinator will organize a wide range of administrative activities as well as work as a legal assistant for the clinical program. The position's duties include, but are not limited to, the following: running the daily operations of the clinical legal office, serving as an executive assistant to the director of clinics, managing office and legal calendars, preparing and managing professional correspondence, organizing clinic events and community outreach, creating and managing legal correspondence and documents, managing case files, and assisting the director of clinics as well as

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other clinical faculty and senior staff.

Other specific duties include:

- Processing incoming legal documents and queries directed to the clinical office, requiring calendaring, telephone contacts, and information collection and transmittal.
- Creating and managing advertisements and promotional materials for clinical programs and events.
- Managing the clinical legal education program's social media postings and presence along with its various websites to ensure accuracy and updates.
- Assisting the director of clinics and senior clinical leadership with a wide variety of administrative duties, including managing project-related preparations, logistics, communications, and data.
- Assisting student attorneys and clinicians with administrative tasks such as printing, scanning, and mailing documents.
- Coordinating administrative tasks for office operations, including supply ordering and equipment maintenance work orders.
- Providing administrative support for faculty conferences, including travel planning and reimbursements.
- Preparing, updating, and managing documents for annual reporting requirements.
- Identifying, screening, training, and supervising student assistants.
- Other duties as deemed appropriate by your supervisor to support clinical students and faculty in the running and promotion of the clinical legal program.

Our Clinical Legal Education program offers diverse and sophisticated practice opportunities to second-year, third-year, and LL.M. students working closely with skilled faculty clinicians. Our clinical offerings involve cutting-edge issues and complex matters in which creativity and innovation play key roles in serving clients effectively.

The mission of the Clinical Legal Education Program is: "Delivering access to justice while teaching UB law students to be excellent, ethical, and engaged lawyers."

The University at Buffalo School of Law's Clinical Legal Education Program seeks to recruit and retain a diverse workforce as a reflection of our commitment to serve the diverse people of Buffalo, to maintain the excellence of the university and to offer our students richly varied disciplines, perspectives, and ways of knowing and learning.

*The University at Buffalo **School of Law** — the only law school in the State University of New York system — is situated on the flagship campus of a world-class research-intensive public university, the largest in the northeastern United States. Working at UB comes with benefits that exceed salary alone. There are personal rewards including comprehensive health and retirement plan options. We also focus on creating and sustaining a healthy mix of work, personal, and academic pursuit – all in an effort*

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*to support your work-life effectiveness.*

### **Outstanding Benefits Package**

Working at UB comes with benefits that exceed salary alone. There are personal rewards including comprehensive health and retirement plan options. We also focus on creating and sustaining a healthy mix of work, personal and academic pursuit – all in an effort to support your work-life effectiveness. We support your growth and development through our career coaching and training department and we qualify as a public service loan forgiveness organization. Learn more about our [benefit packages](#).

### **About The University at Buffalo**

The University at Buffalo (UB) #ubuffalo is one of America's leading public research universities and a flagship of the State University of New York system, recognized for our excellence and our impact. UB is a premier, research-intensive public university dedicated to academic excellence. Our research, creative activity and people positively impact the world. Like the city we call home, UB is distinguished by a culture of resilient optimism, resourceful thinking and pragmatic dreaming that enables us to reach others every day. Visit our website to learn more about the [University at Buffalo](#).

University at Buffalo is an affirmative action/equal opportunity employer and, in keeping with our commitment, welcomes all to apply including veterans and individuals with disabilities.

### **Minimum Qualifications**

- Bachelor's degree and experience providing administrative or legal support.
- Ability to recognize sensitive information and maintain confidentiality.
- Excellent verbal and written communication skills.
- Ability to prepare effective presentations, promotional materials, and briefing materials.
- Proficient with Microsoft Office applications, including Outlook, Word, Excel and PowerPoint.
- Ability to work in an office setting with possible nights and weekends.
- A working knowledge of digital communication and social media tools, and desktop publishing software (e.g. Publisher).
- A valid U.S. Driver's License or the ability to demonstrate the capacity to meet the transportation needs for this position.
- Authorized to work in the United States on a full-time basis.
- A combination of education and experience will be considered in lieu of the degree requirement.

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### **Preferred Qualifications**

- Two years of related experience in higher education or a court or law firm setting.
- Demonstrated ability to work with individuals and groups from diverse backgrounds, cultures, and locations.
- Experience with UB travel, reimbursement and procurement processes and systems such as ShopBlue, Concur, and eReq.
- Notary or ability to become a notary.

### **Contact Information**

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

### **Contact**

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