

Law Assistant
University at Buffalo

Direct Link: <https://www.AcademicKeys.com/r?job=254327>

Downloaded On: Mar. 12, 2025 10:34pm

Posted Mar. 12, 2025, set to expire Jul. 9, 2025

Job Title	Law Assistant
Department	Law School
Institution	University at Buffalo Buffalo, New York
Date Posted	Mar. 12, 2025
Application Deadline	11/13/2025
Position Start Date	Available immediately
Job Categories	Professional Staff Research Scientist/Associate
Academic Field(s)	Legal Research & Writing
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Job Description	

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Law Assistant

Position Information

Position Title: Law Assistant

Department: Law School

Posting Link: <https://www.ubjobs.buffalo.edu/postings/53953>

Job Type: Full-Time

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Posting Detail Information

Position Summary

The [School of Law](#) invites applications for the position of **Law Assistant**. In this position, the Law Assistant will support business units, administration, and faculty in non-academic initiatives including, but not limited to legal research, programming, and development of internal law-related initiatives. Law Assistants will work in collaboration with the Career Services Office, Communications Office, Development Office, Office of Alumni Relations, Center for the Advancement of Sport, Advocacy Institute, Baldy Center, and other law school units, as requested.

As a Law Assistant, you will:

- Review, analyze, and provide feedback about bar preparation programs to assist law school in determining how to develop and implement increased supports for bar takers.
- Conduct substantive legal research.
- Provide analysis of existing and proposed changes to laws and regulations to keep internal legal partners up to date.
- Monitor changes and developments in laws regulations across fields to identify trends.
- Provide legal analysis and develop material for best practices to ensure compliance with legal authorities.
- Prepare and execute projects and programs for continuing legal education and community presentations.
- Draft articles and generate content for targeted audiences, including legal employers.
- Provide staffing and other support for various events, programs, and presentations.
- Other duties, functions, and responsibilities as assigned.

Learn more:

- Our [benefits](#), where we prioritize your well-being and success to enhance every aspect of your life.
- Being a part of the [University at Buffalo community](#).

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

- Juris Doctor

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Preferred Qualifications

- Experience with legal research and writing.
- Has taken or preparing to take NYS Bar Examination.

Physical Demands

Move up to 20 pounds.

Salary Range

\$25 per hour

Special Instructions Summary

Is a background check required for this posting?

No

Contact Information

Contact's Name: Jennifer Scharf

Contact's Pronouns:

Contact's Title: Associate Dean for Career Services

Contact's Email: jrscharf@buffalo.edu

Contact's Phone: 716-220-4875

Posting Dates

Posted: 11/13/2024

Deadline for Applicants: Open until filled

Date to be filled: 03/14/2025



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Contact Information

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

Contact

N/A

University at Buffalo

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