

Law Assistant  
University at Buffalo

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

Downloaded On: May. 5, 2025 12:01am

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

## Law Assistant University at Buffalo

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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](mailto: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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