

The University of Akron
Classification Specification

Job Title:	Program Coord Law School Ctrs	Job Code:	43732
Job Function:	Staff	Grade:	118
Job Family:	Classified	FLSA:	Non-Exempt
SOC Description:	3000 Information Technology Division	Date:	3/12

Job Summary:

Coordinate office functions and provide legal assistant support to the Law Center Directors; Law Review, Constitutional Law Center and Faculty Research and Writing. Provide administrative assistance in planning and implementation of special events and projects.

Essential Functions:

35% Provide office support for Akron Law Review including office administration and correspondence. Type article manuscript changes and prepare final proofs and macro article for submission to printer. Handle the billing, collection and subscription list maintenance functions of a journal.

20% Provide office support for the Constitutional Law Center Director including type and edit dictated letters, memos, articles and manuscripts and order books and various materials. Create charts which organize data from multiple sources into one document that is used to analyze information. Plan and coordinate annual constitutional law symposium.

20% Transcribe, type and index hand written documents and letters from the 19th Century.

10% Type, edit and file legal documents in Federal Appeals Court and US Supreme Court.

10% Provide editorial assistance and support to the law school faculty in their research and writing.

5% Plan and coordinate annual events.

Education:

Requires a relevant Bachelor's Degree.

Licenses/Certifications/Requirements:

None.

Experience:

Require a minimum of 4 years experience in legal assisting. Strong communication skills, both verbal and written required. Strong analytical and computer skills including word processing, spreadsheet and computer aided drafting software required.

Leadership:

No authority or responsibility for the supervision of others but must be able to direct others on daily operations and review for accuracy and consistency.

Physical Requirements:

Job is physically comfortable; individual is normally seated and has discretion about walking, standing, etc. May occasionally lift very lightweight objects.

Working Conditions:

No major sources of working conditions discomfort, standard working environment with possible minor inconveniences due to occasional noise, crowded working conditions, minor heating/cooling or ventilation problems, and/or up to 40% use of PC terminal.

The intent of this classification specification is to provide a representative summary of the types of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this description. The University requires that all University employees whose assigned duties include some involvement with The University of Akron's intercollegiate athletics program, comply with all relevant NCAA Bylaws in performing their work.