ASSISTANT ADMINISTRATIVE DIRECTOR
GITTIS CENTER FOR CLINICAL LEGAL STUDIES

Penn Law is one of the nation’s oldest and most distinguished law schools. The Gittis Center for Clinical Legal Studies is the Law School’s in-house clinical program and teaching law firm. The Clinical Program recently celebrated its 40th Anniversary, and is proud to be among the nation’s first centers for clinical legal studies. Penn Law has nine Clinics and a robust Externship program that offers students unique opportunities to develop essential lawyering skills and professional values drawn from experiential learning in diverse practice areas. The Clinic prepares students for the professional challenges they will face after law school and strives to keep pace with changes in the legal profession.

Position Summary:
The Assistant Administrative Director manages the office’s daily administrative functions to ensure that a high level of support and excellent customer service are offered to faculty, students, clients and others working with the Clinic. The Assistant Administrative Director directly supervises and inspires administrative staff team members and undergraduate work study student(s) and is responsible for ensuring the technological needs of the Clinic are met by evaluating and implementing new software products, providing technology training to students and faculty, and developing creative technological solutions to a variety of Clinic projects. The Assistant Administrative Director may provide paralegal support with clinic cases.

Duties and Responsibilities Include:
- Directly supervises and inspires administrative staff team and undergraduate work study student(s). Fosters staff professional development. Ensures a high level of administrative support and customer service to all faculty, students, clients and others working with the Clinic. Cultivates and fosters a team environment, manages work flow and assigns tasks and special projects. Provides direct administrative support to the Clinics, and also to the faculty in their course work and scholarship.
- Under limited supervision, provides paralegal support to faculty and students in diverse practice areas, including litigation, business/transactional, legislative and public policy, mediation, etc. Draft/proofread legal documents and correspondence; communicate with clients, opposing counsel or opposing parties; respond to discovery; e-file documents; conduct legal and non-legal research; docket matters; research court rules and ensure filings meet court requirements; perform data collection, analysis and reporting, etc.
- Using a high degree of independence and autonomy, evaluates office policies and procedures for staff and for clinic students, and continually problem-solves, revises and re-designs policies with the goal of ensuring the highest productivity and efficiency.
- Designs and implements a system for assisting clinic students with ensuring language access needed for the delivery of legal services. Identifies translators in a variety of
different languages for in-person interpretation during meetings, and for the translation of documents, and successfully manages the program.

- Serves as IT liaison. Assists in the overall acquisition, evaluation, and implementation of needed technology for the Clinic, including case and document management software, and other software solutions in support of client representation. Works with IT Department and outside vendors to solve issues with software. Finds creative solutions utilizing technology for a variety of functions outside the client representation arena to support the work of the Clinical Program. Designs and provides technology training for clinic students and faculty.
- Supports Clinic Administrative Director and Clinical Faculty with special projects.
- Works collaboratively with all of the other law school departments, especially with the IT Communications Dept. to promote the Clinic’s courses and legal work through social media, websites. Coordinates the production of new marketing/information, communicates the work of the Clinical Program utilizing other technology.
- Ensures the maintenance of an effective and efficient case filing system, including both electronic and physical case files and archival systems.
- Coordinates special events of the Clinic and attends to needed marketing, publicity, catering, and technological needs for each event.
- Assists with other duties as assigned.

Qualifications:

- Bachelor’s Degree and/or Paralegal Certificate required.
- Strongly prefer a minimum of 3-5 years related experience within a law firm, legal services organization, or corporate legal department.
- Possesses demonstrated supervisory experience.
- Must have strong technology skills and familiarity with case and document management software, such as iManage/FileSite or comparable products. Advanced level of proficiency in Microsoft Office applications (Word, Excel, Power Point, Outlook, Adobe and Sharepoint) is a must.
- Spanish language proficiency is a plus.
- Possesses excellent interpersonal, communication and customer service skills. Must be reliable, have a strong work ethic and bring initiative and enthusiasm to his/her work.
- Enjoys working in a fast paced environment, is able to multi-task and operates successfully under pressure.
- Works successfully independently, but also is able to work collaboratively within the department and with colleagues in the law school, and also outside partners.
- Excellent attention to detail and organizational skills are a necessity.
- Models professional behavior, and values being a mentor to students and staff. Enjoys developing and fostering staff professional growth.
- Understands and observes all professional obligations, including client confidentiality.

To apply, please go to: [http://jobs.hr.upenn.edu/postings/29444](http://jobs.hr.upenn.edu/postings/29444)

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