Job Description
Administrative Coordinator, Faculty Support Staff
Nine Month Limited Service Role

Penn Law, one of the nation’s oldest and most distinguished law schools, has a high caliber, extremely productive law faculty. The Faculty Support Staff ensures the efficient support of faculty projects, papers, conferences, and symposia. The Administrative Coordinator is an important member of this team, providing a variety of project and administrative support to the Penn Law Faculty, Penn Law Center & Institutes, and other projects. Reporting to the Manager of the Faculty Support Staff (FSS), but working with limited supervision, the AC handles a variety of matters for the highly productive Penn Law faculty.

This role reports to the Manager of Faculty Support Staff and is a nine-month, full-time role, with work from mid-August through mid-May each year.

Respond to Faculty Requests for Assistance
Respond, accurately and with discretion, to a wide array of faculty requests, including scheduling, calendaring, preparation of materials, preparation of mailings, developing information sources, collaborating with librarians, etc.

Faculty Course Materials and Preparation:
Serve as back-up to the Faculty Support Staff Technology Coordinator.

Prepare, edit, maintain, and archive faculty course materials for print and for the Web (including via use of .html, Excel, and PowerPoint). Working with faculty, develop PowerPoint and other media for delivery of class lectures and materials. Prepare exams; using Excel or other software, compute advanced grading systems for faculty.

Faculty Articles:
Edit and prepare manuscripts and articles for publication and distribution. Develop and edit footnotes in various publication formats (e.g., convert from social science journal format to law format). Using data management software, devise and maintain data bases for efficient mailing systems as well as completion of related projects.

Faculty Communication:
Prepare and maintain digital sites for joint projects of the faculty.

Faculty Events:
Prepare materials for faculty events and conferences (binders, agenda, nametags, etc.); represent Penn Law to guests and visitors at registration tables and in other day-of-event tasks.

Faculty Support of Students:
Provide support to students seeking faculty input on their work; prepare letters of recommendation; manage distribution of course materials, papers, exams, etc. to students from faculty.

**Work in a Team Environment**
Approach work in a cooperative and service-oriented manner. Work closely with co-workers to complete tasks well and on time. Share equipment and responsibilities in a sensitive and supportive manner. Understand and participate fully in the work of the team.

**Qualifications:**
BA/BS or equivalent in experience preferred. 2-4 years of administrative experience required, preferably in a higher ed environment. Ability to work well with others in a service-oriented environment; positive attitude and interest in getting the work of the team done are essential. Demonstrate ability to prioritize and complete multiple tasks; excellent attention to detail; flexibility. Excellent adaptability in using various software and data bases; skills in business software in both PC and Mac environments, using WordPerfect, Word, Excel, Power Point, Sharepoint, PhotoShop, etc., required. Must be able to work under pressure with time constraints.