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 Administrative Coordinator primarily is responsible for providing a high level of administrative support to student attorneys and clinic faculty on a daily basis in the course of their client representation. The Administrative Coordinator trains students in office policies/procedures, good file maintenance and the use of legal software/technology. He/she works closely as well functioning team with other clinic administrative staff members to answer telephones, greet visitors, photocopy, retrieve and scan incoming and outgoing mail, gather student weekly timesheets, coordinate simulations and other recordings of client meetings, sets up Skype calls, completes special projects, etc.

**Duties and Responsibilities Include:**
- Provide administrative support to all clinic student attorneys and clinic faculty in furtherance of their client case work and special projects. Utilize iManage (FileSite) document management software and Microsoft Office suite (Outlook, Word, Adobe Professional, etc.) to format and print correspondence and other documents on appropriate letterhead related to client matters.
- Work closely as well functioning team with other clinic administrative staff to answer telephones, greet visitors, photocopy, retrieve and scan incoming and outgoing mail, gather student weekly timesheets, coordinate simulations and other recordings in conference rooms, set up Skype calls, etc. Provide administrative assistance to clinic faculty and administrator(s).
- Functions as an internal IT help desk. Resolves technology issues with law school IT department or with software company/consultants. Provides formal training for students and faculty on how to use technology properly. Troubleshoots issues with lab computers in the student workrooms and faculty offices, and resolves issues with copy machines. Creatively designs and edits online training materials for students. Embraces learning new technology and assists with implementation of new software.
• Maintains client files in an orderly and accurate manner (both electronic and redwell files). Save all documents properly into iManage (document management software), and stays current with redwell filing.
• Assist faculty in preparing course materials and Canvas sites. Review and revise teaching materials (e.g., simulation materials, syllabi, handouts, etc.).
• Provide administrative support for the Externship program. Among other tasks, maintain a database of all Ad Hoc Externship proposals each semester and coordinate end of semester evaluations for clinics and externships, etc.
• Assists with other duties as assigned.

Qualifications:
A Bachelor's Degree and 3 years to 5 years of experience (preferably in a law firm, legal services organization, corporate law department or other legal environment), or equivalent combination of education and experience is required. Spanish language fluency is not required, but is a plus.

• Possesses very strong technology skills especially within the Microsoft Office Suite and embraces learning new software. Experience in iManage (FileSite) or a similar legal document management or case management program 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 well 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.
• Understands, observes, and models for students all professional obligations, including client confidentiality.

To apply, please go to: https://jobs.hr.upenn.edu/postings/30530

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