Job Posting
Administrative Assistant for Events, Penn Law Events and Faculty Support Staff
Time-Limited, Hourly-Paid Position, with 35 hours/week across 20 weeks/year (Oct/Nov and Jan-April) Annually
August 2017

Penn Law is one of the nation’s oldest and most distinguished law schools. The School offers a unique approach, incorporating cross-disciplinary legal education and a distinctly collaborative environment that enrich student learning and enhance scholarly depth and breadth. The resulting intellectual opportunities and renowned internal culture make Penn Law an extraordinarily supportive academic community for its scholars and students alike.

Penn Law has a high caliber, extremely productive law faculty and a vibrant student body. This creates a vibrant intellectual life in which Penn Law hosts an array of conferences, symposia, discussions, and presentations to a variety of academic, alumni, and community audiences.

The Administrative Assistant for Events is an integral collaborator on these important conferences, colloquia, symposia, meetings, and events. The AA completes a host of tasks to prepare for and conduct events, as well as completes tasks for on-going faculty programming.

This role reports to the Director of Conferences and Events. It is a time-limited role, with 35 hours per week expected for 8-10 weeks each fall semester (Oct-Dec) and 10-12 weeks each spring semester (Jan-April).

Responsibilities include:

*Staff Faculty Events, Conferences, and Symposia*
Complete a variety of tasks in preparation for Penn Law events. Process and create nametags, table tents, agenda, and other collateral for all events.

Assist in the set up and clean up of daily breakfast and weekly Faculty lunch

Assist in the replenishment of stock in the faculty lounge (coffee, tea, soft-drinks, milks, etc.).

Participate in organizing travel and hotel reservations for guests participating in Penn Law events and in faculty ad hocs, committees, or presentations.

Prepare pre-event collateral, including agendas, bios, and other materials; publish information to web sites on request.

Staff registration tables and troubleshoot on the day of the event.

Perform event follow up as well as research as requested.

Complete a host of special project requests from the Director of Conferences and Events and other team members.
Work Cooperatively 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 required. 2-4 years of administrative experience required; events planning experience strongly preferred. 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. Must be able to demonstrate ability to prioritize and complete multiple tasks; excellent attention to detail; flexibility. Excellent facility with technological tools including word processing (in a Word Environment), spreadsheets, presentation software, webposting/html, scanning. Must be able to work under pressure with time constraints; occasional need for evening and/or weekend staffing of faculty events.

TO APPLY:
Please send a cover letter expressing your interest in this on-going part-time role, along with your resume, to:

Dori Pavel, Director of Conferences and Events
dpavel@law.upenn.edu

University of Pennsylvania Law School
3501 Sansom Street
Philadelphia, PA  19104

The University of Pennsylvania and its Law School are equal opportunity employers.