Job Description
Program Coordinator, Executive Education and Legal Education Programs

Penn Law is one of the nation’s oldest and most distinguished law schools. We offer a distinctive cross-disciplinary legal education, drawing on the depth and breadth of the University of Pennsylvania, and a supportive intellectual community for our scholars, staff, and students alike.

Penn Law’s commitment to interdisciplinary education extends to training outside the traditional classroom. In furtherance of this objective, Penn Law designs and implements world-class programs in on-line education; in on-site custom designed and open enrollment programs for practitioners, executives, and others; and via Penn Law’s active continuing legal education programs.

Reporting to the Executive Director of Executive Education and Legal Education Programs, the Program Coordinator supports the creation, implementation, and administration of a host of simultaneous innovative programs.

Responsibilities include:

Office Communication and Data Management
- Receive and triage all requests to the Office via phone, meetings, visitors, email, and other sources.
- Prepare, edit, maintain, and archive departmental reports, spreadsheets, presentations, and other critical data.
- Using data management software, devise and maintain data bases to maintain info on international customer base.
- Develop and maintain an office-wide calendar; ensure publication of Legal Education events to Penn Law and other critical calendars; keep calendars for colleagues as requested.
- With limited supervision, manage the Executive Education and Legal Education Programs websites, keeping content fresh and updated.

Programs and Events
- Complete all steps for program implementation: devise calendar, ensure appropriate marketing and invitation for events, reserve rooms and tech support, catering, etc.
- Investigate and arrange for off-site rooms on an as-needed basis.
- Represent Penn Law as point person on day-off events; develop staffing system to ensure full coverage.
- Manage RSVP and other guest lists for events; represent Penn Law to potential and enrolled participants.

**CLE Administration**
- Develop and implement systems to manage dozens of CLE approval requests each semester.
- Once programs are approved, register the program in the Pennsylvania Board of Law Examiners database.
- Manage the publication (on paper, to websites, etc.) of required or requested materials for CLE programs.
- Anticipate, prepare for, and process credit requests in other jurisdictions; prepare materials as required by other Bar Examiners.
- Publicize each program to the Penn Law CLE database and the Penn Law calendars with a goal of increasing paid attendance; work with other Penn Law departments (Communications, Development and Alumni Relations, etc.) to maximize attendance at each program.
- Develop and implement systems to hire staff for each event; staff some number of events directly as needed.
- Collect and process payments and required paperwork after events; record all credits in all relevant jurisdictions.
- Respond to requests from attendees about credits.
- Manage credit requests from faculty members, adjunct faculty, and guest speakers.
- Comply with annual CLE audits from various jurisdictions.

**Respond to General Requests from Colleagues**
- Respond to a host of requests for assistance from colleagues around event preparation, reports, presentations, etc.

**Work Cooperatively in a Team Environment**
- Approach work in a cooperative and service-oriented manner. Work closely with coworkers 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.

**Candidate 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 word processing skills (in a Word Environment) including in Excel. Experience with Power Point, html, spreadsheets, and data management a plus. Must be able to work under pressure with time constraints; occasional need for evening and/or weekend staffing of events.
To apply: [http://jobs.hr.upenn.edu/postings/34143](http://jobs.hr.upenn.edu/postings/34143)

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