Job Description

Administrative Coordinator, 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 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.

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 case file maintenance and the use of legal software/technology. He/she works closely as a well-functioning team with other clinic staff members to handle daily administrative tasks, and pro-actively finds new technology to use/train others on. This role will serve important functions in the Administrative Director’s absence. The Coordinator will provide support relating to the financial aspects of the Clinic (Accounts Payable, Accounts Receivable, Concur, and account analysis).

Duties and Responsibilities Include:

- Provide administrative support to clinic student attorneys and clinic faculty in furtherance of their client case work and special projects. Utilizes iManage (FileSite)document management software and Microsoft Office suite (Outlook, Word, Adobe Professional, etc.) to format and print pleadings, correspondence and other documents related to client matters. Compiles large scale litigation materials.
- Functions as an IT help desk. Resolves technology issues with law school IT dept. or with software consultants. Provides formal training for students/faculty on how to use technology properly. Troubleshoots issues with lab computers in the student workrooms, faculty offices, and copy machines. signs/edits online training materials for students. Proactively finds new technology solutions and embraces learning and training on new technology.
- Assist faculty in preparing/updating course materials and Canvas sites. Review and revise teaching materials. Becomes an expert in the functionality of Canvas and redesigns sites in collaboration with faculty.
- Serves as primary support person who designs and creates/implements marketing materials (online and written). Functions as primary support staff liaison to the law school's Communications Department. Works with clinic faculty to market events, resource materials, etc.
- In the Administrative Director’s absence, or at his/her direction, serves as primary point person for solving issues arising from task assignment work flow, assist with financial requests relating to cases, fulfills requests for court reporters, process servers, and any other tasks to ensure the smooth operation of the office.
• Assists the Administrative Director with the financial functions of the Clinic. Helps to prepare/process Accounts Payable, Accounts Receivable, Pro-card charges and prepares/reviews Concur reimbursements. Performs account analysis showing current expenses vs. budgeted expenses.

**Qualifications:**
A Bachelor’s Degree and 2 – 4 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 extremely strong technology skills especially within the Microsoft Office Suite. 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. Previous supervisory experience a plus.
* 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: [https://jobs.hr.upenn.edu/postings/36167](https://jobs.hr.upenn.edu/postings/36167)

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