Job Description

**Faculty Support Staff, Administrative Coordinator**

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. Some of these faculty members run a group of Centers and Institutes in particular substantive areas of expertise. One of Penn Law's goals is to bring faculty teaching and research to the forefront of important societal issues.

Reporting to the Director of Faculty Support (FS), the Program Coordinator ensures the efficient support of faculty teaching as well as faculty and Center & Institute scholarship and research efforts, publications, projects, conferences, and symposia. With limited supervision, the Program Coordinator completes tasks at a sophisticated level. With the FS Director and FS Associate Director, the Program Coordinator implements methods of delivering work to colleagues on the FS and ensuring its timely completion while improving efficiencies through technology and other means. The Program Coordinator serves in a lead role completing Center and Institute work.

**Responsibilities include:**

- **FSS Tasks**
  - Work with the Director of FS to assign and complete all tasks and requests from faculty.
  - Manage, assign, and ensure recording of all faculty requests during the Director's lunch hour, from 4 to 5:00 each day, and when the Director is otherwise out of the office (including on PTO).
  - Respond to faculty requests with updates on projects.
  - Complete more sophisticated requests:
    - Prepare, edit, maintain, and archive faculty course materials for print and for the Web (including via use of .html and PowerPoint).
    - 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).
    - Edit and prepare exams; compute advanced grading systems for faculty.
    - Devise and maintain data bases for production of efficient mailing systems and effective completion of other projects.
- **Center and Institute Tasks**
  - Work with the Associate Director to complete all administrative tasks and requests that come from Center and Institute faculty and staff.
  - Independently ensure completion of a range of sophisticated requests:
    - Manage and maintain data bases on C&I contacts and events; create reports from these data bases; develop reports that inform faculty C&I work.
    - Publish to and maintain C&I websites, blogs, and other social media efforts.
    - Develop budgets for C&I administrative matters.
  - Coordinate C&I faculty and staff requests during the Associate Director’s lunch hour and when the Associate Director is otherwise out of the office (including on PTO).

- **Departmental Collaboration Tasks**
  - Manage FS collaboration with a variety of Penn Law administrative departments, responding to requests and providing relevant reports and information.
  - Handle all faculty participation in Admissions events with prospective and admitted students, for Admitted Students Weekend and throughout the year.

This is a full-time University position (hours, as noted, are 9:30 to 5:30 daily) with full University of Pennsylvania benefits.

**Required Skills:**

BA/BS required; one to three years of increasingly responsible supervisory experience in an administrative support environment required. Must be able to demonstrate accuracy in work, ability to handle multiple tasks at once, and excellent attention to detail. Experience in Microsoft Office (including Sharepoint), html and web software, Word Perfect, and data base development and use required. An ability to work well with others in a service-oriented environment, a positive attitude, and an interest in getting the work of the team done are essential.

To apply: [http://jobs.hr.upenn.edu/postings/41055](http://jobs.hr.upenn.edu/postings/41055)

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