

Pacific McGeorge School of Law is seeking a Faculty Support Specialist. This is a fast-paced, high volume, yet challenging and rewarding position. The successful candidate will have demonstrated commitment to regular attendance and promptness, maintaining confidentiality, utilizing organizational systems to process tasks and projects efficiently, and to coordinating well with others to accomplish goals. This position would work 10 months of the year from August until June.*

Basic Function:

Faculty Support Specialists are responsible for producing teaching and academic materials. Additional duties include answering telephones, distributing mail, organizing and proctoring exams, and providing backup for other campus secretaries.

Essential Duties and Accountabilities (in order of importance):

1. Provide support for faculty committees (e.g., administrative support for advocacy programs; establish and maintain files, mail-merge correspondence and spreadsheets for recruitment committee; request room reservations and Buildings & Grounds work orders via two on-line programs)
2. Distribute instructional materials to students; supply information to students, faculty, staff, and the public; photocopy materials for faculty; prepare materials to be sent to the Print Shop; prepare materials and on-line courier forms for overnight delivery services, using an on-line program; distribute mail and in-house materials to faculty and students
3. Assist faculty by resolving computer application problems that don't require the attention of an Information Technology employee
4. Prepare materials for final exams; proctor final exams; process multiple choice exams and generate appropriate reports for faculty; collate, check in, and distribute completed final exams to faculty
5. Prepare and modify instructional and academic materials; e.g., casebooks, law review articles, manuscripts, legal cases, handouts, class supplements, syllabi, outlines, hypotheticals, charts and diagrams, letters of reference, letters/memoranda, envelopes, labels, and other mass mailing materials
6. Provide backup for other campus secretaries
7. Perform other related duties as assigned

Qualifications:

Education: A minimum of an A.A. degree required; two years of relevant work experience may be substituted for degree. Two years of full-time paid experience in advanced secretarial work, using the current applications for various software programs (e.g., Word, PowerPoint, Excel, Outlook, and the Internet) required.

Use graphics, spreadsheet, scanning, online legal database, and other specialized computer software for typing, editing, proofreading, formatting, and printing instructional and academic

materials. A high level of proficiency in proofreading, grammar, punctuation and spelling required.

Again, this position only works 10 months out of the year, from August until June.*

Enjoy our competitive pay, benefits (medical, dental and vision) which start the first of the month following your date of hire, two weeks vacation, and retirement (403B – mandatory 5% contribution and 10% match upon eligibility).

Please submit your resume and cover letter to mcgeorgehr@pacific.edu.

McGeorge is an Equal Opportunity Employer.

About University of the Pacific, McGeorge School of Law

University of the Pacific, McGeorge School of Law is among the nation's top law schools and is the only ABA-accredited law school in Sacramento, the capital city of California –the 8th-largest global economy. Pacific McGeorge is particularly renowned for its top-20-ranked international law and advocacy programs.

***This position will work the months of June and July for the 2010 year.**

