TITLE OF POSITION: Legal Secretary, Level 7

DEPARTMENT: Law School, Lincoln Center

RESPONSIBILITIES:
- Works for eight to twelve law professors (based on anticipated workloads).
- Proofreads all documents including but not limited to law journal articles, book manuscripts, and edits using legal styles where appropriate and formats manuscripts/chapters for publication.
- Performs basic online legal research using HeinOnline, WestLaw, LexisNexis, etc.
- Provides assistance preparing course materials such as copying, scanning, posting to web courseware products, etc.
- Assists in event planning booking rooms, posting to calendars, creating & sending invites and working with vendors.
- Handles confidential materials and information consistent with the applicable policies and requirements.
- Assists faculty with communications with students and colleagues.
- Handles ongoing projects and all administrative functions related to these projects.
- Performs general administrative support tasks such as but not limited to mail merges for correspondence, travel arrangements, reimbursements, etc.
- Operates all office machinery including scanners, copiers, printers, etc.
- Works with adjunct faculty and visiting scholars as assigned.
- Assists in helping director and other department staff members with overflow work as well as ad hoc tasks from other departments.

QUALIFICATIONS:
- High school diploma required, some college preferred.
- Two years administrative professional experience with legal work experience preferred.
- Must be highly skilled in MS Office and related applications.
- Experience handling multiple assignments with varying deadlines.
- Works as a team player.
- Possesses desire to learn new skills and the ability to set priorities.
- Editing and proofreading skills a plus.
- Notary public or willingness to become one a plus.
- Mandatory Competency Testing
- Demonstrated writing ability.

SALARY: $2,325.37 bi-weekly

FLSA CATEGORY: Non-Exempt

STARTING DATE: 4.3.19

SEND LETTER & RESUME: Christian Steriti
Director of Faculty Support
csteriti@law.fordham.edu
No calls, please.

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