To apply, submit an employment application (click here for application) resume, and letter of interest to: Program Coordinator for Legal Studies  
5301 S. Highway 16, Rapid City, SD 57701

I. POSITION TITLE:  Administrative Assistant I for Legal Studies

II. EMPLOYEE CLASSIFICATION:  Classified

III. JOB CLASSIFICATION:  Non-Exempt

IV. ACCOUNTABLE/REPORTS TO:  Chair of Legal Studies programs and Academic Dean

V. POSITIONS REPORTING TO THIS POSITION:  None

VI. DUTY HOURS:  Part-time; 30 hours per week. Some evening and/or Saturday hours may be necessary from time to time.

VII. MINIMUM REQUIREMENTS:

EDUCATION:  High school diploma or GED equivalent required; associate degree preferred.

EXPERIENCE:  One year prior office experience required.

PHYSICAL:  Must be able to exert force to move, lift and/or carry objects up to 25 pounds. Must have finger dexterity, very good speaking, listening, comprehension, and communication skills.

SKILLS EXPECTATIONS:  Must have Microsoft Office computer knowledge, analytical/math abilities; good telephone voice; must be energetic, enthusiastic, customer oriented, and able to work well under stress. Must be able to communicate effectively with professionals in the fields of athletic training and law, as well as with faculty and students at NAU. Must be able to perform multiple tasks simultaneously.

VIII. BASIC FUNCTION/PURPOSE OF THE POSITION:  The purpose of this position is to assist the chair of the legal studies program and the academic dean by coordinating office functions, updating and organizing accreditation reports in support of the mission of the university as defined by the university president and the board of governors.
IX. DUTIES/RESPONSIBILITIES/EXPECTATIONS OF THE POSITION:

* A. Assist in updating, compiling and submitting accreditation reports and interim reports for legal studies.

* B. Follow up with the accrediting agencies regarding filing deadlines, changes to reporting requirements and other related tasks as needed.

* C. Update and maintain student files.

* D. Assist legal studies chair in gathering and maintenance of materials needed for regular licensing examinations.

E. Assist legal studies chair in scheduling guest speakers for in-services.

F. Open, sort, and distribute daily mail.

G. Prepare mailing labels and mailings for program chairs and faculty as necessary.

H. Order office and ensure forms are stocked.

I. Responsible for departmental purchasing to include completing requisition forms and ordering materials.

J. Handle hotel, plane/car reservations for program chairs and faculty as needed.

K. Track and follow up on press release forms.

L. Process academic scholarship information.

M. Assist program chair and academic dean with administrative duties, (i.e., office filing, appointment scheduling, record keeping, messages, budget, etc.)

N. Assist program chair with advising and registering students.

O. Maintain and update Planning Book

P. Maintain and monitor Rapid City faculty personnel files.

Q. Maintain course syllabi files for Rapid City campus.

R. Order instructor text and teaching material from publishers as needed each quarter.

S. Administration and input of quarterly faculty evaluations performed by students.

T. Submit quarterly faculty rosters to Academic Dean.

U. Maintain room schedules each quarter and other room contracts outside NAU.
V. Other duties as assigned by the program chair and the academic dean.

X. COOPERATIVE RELATIONSHIPS WITH THE FOLLOWING:

A. Program Chairs of Legal Studies
B. Academic Dean
C. NAU Faculty and Students
D. All other National American University Departments
E. Public and Vendors

XI. LIMITS OF AUTHORITY: As defined by the policies, procedures and practices of the university and/or the university president.

National American University reserves the right to alter this position's job description/job duties to meet the needs and goals of the organization.

* Denotes essential elements of the position.