
Auburn University Job Description

Job Title: **Coord, Pre-Law Programs**

Job Family: No Family

Job Code: **AA83**

Grade 34: \$45,100 - \$60,100

FLSA status: Exempt

Job Summary

Responsible for the coordination of pre-law student programs, advising, marketing, and recruitment to help promote and enhance programs and student involvement within the College of Liberal Arts.

Essential Functions

1. Coordinates all pre-law student programs including law school fairs, lectures, Mock Trials, and internships to help prepare students for law school. Works with faculty, staff, and outside contacts (including the legal community) to plan, coordinate, and deliver programs in a professional manner. Follows up after events to learn best practices to enhance future programs. Coordinates and coaches Mock Trial teams. Supervises the internship program.
2. Recruits, educates, and advises students about resources offered by the College of Liberal Arts for those interested in pre-law; designs and disseminates marketing and informational materials.
3. Advises students on selection of course work and graduate/professional school application process.
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5. Teaches approximately 2 courses/semester related to law and the legal profession.
Provides administrative support to pre-law faculty and other offices on all pre-law programmatic initiatives.

Supervisory Responsibility

May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.

The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.

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Minimum Required Education and Experience

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
Education	J.D.	Juris Doctorate degree from an ABA accredited law school.
Experience (yrs.)	2	Experience clerking or working in a law practice.

Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

Substitutions allowed for Experience:

Indicated experience is required; no substitutions allowed.

Minimum Required Knowledge

Knowledge of legal profession, trial advocacy, law school application procedures.

Certification or Licensure Requirements

Evidence of having obtained bar admittance and remains in good standing.

Physical Requirements/ADA

Occasional and/or light lifting required. Limited exposure to elements such as heat, cold, noise, dust, dirt, chemicals, etc., but none to the point of being disagreeable. May involve minor safety hazards where likely result would be cuts, bruises, etc.

Routine deadlines; usually sufficient lead time; variance in work volume seasonal and predictable; priorities can be anticipated; some interruptions are present; involves occasional exposure to demands and pressures from persons other than immediate supervisor.

Job frequently requires standing, sitting, talking, hearing.

Job occasionally requires walking, reaching, handling objects with hands, and lifting up to 10 pounds.

Vision requirements: Ability to see information in print and/or electronically.

Date: 9/07/2017
