The Michigan State University College of Law has an immediate opening for a Faculty Secretary.

**JOB SUMMARY**

Provide secretarial support to a group of faculty. Provide high-quality service for internal and external customers. Through teamwork, collaborate with other employees to achieve goals and objectives.

**DUTIES AND RESPONSIBILITIES**

- Provide secretarial support to 30+ professors and adjunct faculty.
- Provide assistance to Research, Writing and Advocacy faculty in planning and executing spring oral arguments and annual advocacy competition.
- Provide administrative support for faculty workshops.
- Download legal cases and articles.
- Type, proofread and photocopy exams using secure procedures.
- Reserve and prepare rooms, prepare various forms of correspondence and schedule meetings.
- Prepare class lists, type, proofread and/or print materials.
- Set up and maintain TWEN pages for faculty.
- Shared daily mail delivery.
- Responsible for maintenance of equipment and ordering supplies in the Copy Room.
- Produce and publish monthly the Faculty and Staff Newsletter.
- Assist as backup in answering the main college switchboard.
- Other duties as assigned.

**MINIMUM REQUIREMENTS**

- **Education:** High School Diploma or GED
- **Experience:** 2 years of experience in a multi-tasked office setting that is directly related to the duties and responsibilities specified. Law office secretarial experience is preferred.

**QUALIFICATIONS REQUIRED: KNOWLEDGE, SKILLS AND ABILITIES**

- Strong technology skills, including Outlook, Word, Excel, PowerPoint, ACCESS (and the desire to learn and further develop technology skills).
- Knowledge of basic office practices, procedures and equipment.
- Word processing ability of at least 60 words per minute.
- Ability to lift objects up to 25 lbs.
- Strong attention to detail.
• Ability to work well with a diverse group of people.
• Ability to work well on a team.
• Excellent listening and communications skills.
• Ability to foster a cooperative work environment.

WORKING CONDITIONS AND PHYSICAL DEMANDS
• Work is normally performed in a typical office environment.
• Level of exposure to physical risk is very limited to none.
• No or very limited physical effort required.

ABOUT MICHIGAN STATE UNIVERSITY COLLEGE OF LAW

MSU Law is a dynamic, student-centered academic community. The Law College is dedicated to providing a learning environment where students acquire the professional skills and ethical grounding needed to become excellent advocates, stalwart members of the bar, and leaders in their communities.

The student body is comprised of around 750 JD students and 80 students enrolled in various Master of Laws and Master of Jurisprudence programs. Approximately 50 percent of the students in the JD program are from Michigan, 45 percent are from states outside of Michigan, and 5 percent are international students. There are approximately 11,000 living MSU Law alumni. They practice law in all 50 states and around the world.

APPLICATIONS

Application review will begin immediately, and will continue until September 29, 2017.

Email cover letter and resume to MSU Law Human Resources: HR-Operations@law.msu.edu.

Salary is competitive with those at similarly situated institutions. MSU Law provides a very attractive benefits package.

Michigan State University College of Law is an Affirmative Action/Equal Opportunity Employer. The Law College does not discriminate on the basis of race, color, genetic information, gender, gender identity, religion, national origin, political persuasion, sexual orientation, marital status, disability, height, weight, veteran status, age, or familial status.

The Law College actively encourages applications from underrepresented ethnic populations, women, veterans, persons defined under the ADA, and the LGBT community.