

**MICHIGAN STATE
UNIVERSITY
COLLEGE OF LAW**

INDIGENOUS LAW & POLICY CENTER PROGRAM COORDINATOR

The Michigan State University College of Law Indigenous Law and Policy Center has an immediate opening for a Program Coordinator.

THE INDIGENOUS LAW AND POLICY CENTER (ILPC)

The ILPC Program Coordinator maintains the ILPC office and assists ILPC faculty and staff in coordinating events, conferences, and student programming. Additionally, the ILPC Program Coordinator manages ILPC social media accounts, drafts correspondence, and creates newsletters.

The ILPC welcomes candidates who (1) have a passion for working in indigenous rights advocacy; (2) have experience working with indigenous peoples and diverse groups of people; (3) have strong communication and organizational skills; and (4) exhibit a high degree of professionalism and the ability to work in both a self-directed environment or in a group setting.

The ILPC includes a Director (tenured professor), Associate Director (tenured professor), a Staff Attorney and Clinic Director, and Fellow. The Center works very closely together to recruit students, provide services to students and clinical clients, and host events at the law school.

DUTIES AND RESPONSIBILITIES

The Program Coordinator reports to the Director and Staff Attorney and assists the ILPC team in providing administrative support. Specifically, the Program Coordinator:

- assists the ILPC faculty and staff with all ILPC events
- coordinates lunches and speaking events for students interested in Indian Law
- plans and organizes the annual ILPC conference
- maintains ILPC student recruitment and advancement information
- manages the ILPC social media accounts, including Turtle Talk
- drafts ILPC correspondence and creates newsletters for the ILPC community, students, and alumni

MINIMUM REQUIREMENTS

Education: Bachelor's Degree or higher

Experience: 1 to 2 years of experience in a multitasked office setting that is directly related to the duties and responsibilities specified; or an equivalent combination of education, training, and experience

Certifications/

Licensure: None

QUALIFICATIONS REQUIRED: KNOWLEDGE, SKILLS AND ABILITIES

- experience working with Native American and Indigenous communities
- excellent oral and written communication skills
- experience in event planning and logistics for on-campus events
- ability to work with a variety of individuals
- experience using Microsoft Office, WordPress, and social media platforms
- ability to multitask
- experience in Communications, Development, Marketing, or related fields, preferred
- experience working in a university environment, preferred

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.
- Lifting of up to twenty pounds required.

ABOUT MICHIGAN STATE UNIVERSITY COLLEGE OF LAW

This is an important moment in time for the College of Law as it reflects back on its unique 126-year history and at the same time, looks forward – with great optimism– to its promising future. The College of Law is a dynamic, student-centered academic community. The College of Law offers a legal education that challenges students’ intellect, broadens their experiences, and prepares them for successful and rewarding careers. The 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. With a new strategic plan and renewed curriculum in place, MSU Law is poised to reach a higher level of sustained excellence.

MSU College of Law is perfectly situated in the heart of a Big Ten university, just minutes from the state capitol and in close proximity to Detroit, Grand Rapids and Chicago.

The student body is made up of approximately 750 J.D. students and 80 students enrolled in various Master of Laws and Master of Jurisprudence programs. Approximately 50 percent of the students in the J.D. program are from Michigan, 45 percent are from states outside of Michigan, and 6 percent are international students.

Additional information regarding MSU College of Law can be found at law.msu.edu.

SALARY: This is a grant-funded position, and is dependent on the annual renewal of the grant. The salary is set at \$32,000 annually, plus Michigan State University College provides a very attractive benefits package.

APPLICATIONS: Due by April 30, 2018 with an anticipated start date of July 1, 2018. Email cover letter outlining your interest and personal goals, a resume, and two references to MSU College of Law Human Resources: HR-Operations@law.msu.edu.

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, person defined under the ADA and the LGBT community.