AUBURN
Human Resources

Coord, Pre-Law Programs

Job Description

JOB INFORMATION

Job Code	AA83
Job Description Title	Coord, Pre-Law Programs
Pay Grade	SR08
Range Minimum	$43,990
33rd %	$52,790
Range Midpoint	$57,190
67th %	$61,590
Range Maximum	$70,390
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	11/10/2022

JOB FAMILY AND FUNCTION

Job Family:	Student Resources
Job Function:	Academic

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.

RESPONSIBILITIES

- 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.
- 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.
- Advise students on selection of course work and graduate/professional school application process.
- Teaches approximately 2 courses per semester related to law and the legal profession.
- Provides administrative support to pre-law faculty and other offices on all pre-law programmatic initiatives.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

SUPERVISORY RESPONSIBILITIES

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

MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only to be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
PhD	Juris Doctorate degree from an ABA accredited law school.	and	2 years of	Experience clerking or working in a law practice.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

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

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
	Evidence of having obtained bar admittance.		Required	

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Other

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing				X		
Walking			X			
Sitting				X		
Lifting	X					
Climbing		X				
Stooping/ Kneeling/ Crouching		X				
Reaching			X			
Talking				X		
Hearing				X		
Repetitive Motions			X			
Eye/Hand/Foot Coordination			X			

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme cold			X		
Extreme heat			X		
Humidity			X		
Wet			X		
Noise			X		
Hazards			X		
Temperature Change			X		
Atmospheric Conditions			X		
Vibration			X		

Vision Requirements:

Ability to see information in print and/or electronically.