



**JOB INFORMATION**

|                         |                         |
|-------------------------|-------------------------|
| Job Code                | AA83                    |
| Job Description Title   | Coord, Pre-Law Programs |
| Pay Grade               | SR08                    |
| Range Minimum           | \$42,490                |
| 33rd %                  | \$50,990                |
| Range Midpoint          | \$55,240                |
| 67th %                  | \$59,490                |
| Range Maximum           | \$67,990                |
| 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.

**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 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.