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Non-Exempt	<input checked="" type="checkbox"/>
POSN Number	999281
Grade	10

D R A K E U N I V E R S I T Y  
J O B D E S C R I P T I O N

NAME: VACANT

DEPARTMENT: LAW SCHOOL TITLE: ADMINISTRATIVE ASSISTANT 2

REPORTS TO: SPVR TITLE: DIRECTOR-LAW LIBRARY & CHAIR INTELLECTUAL PROPERTY CENTER

TO APPLY: Submit cover letter and resume to:  
**John Edwards, Director, Law Library**  
**Drake University**  
**2507 University Avenue**  
**Des Moines, IA 50311**  
**E-mail: [john.edwards@drake.edu](mailto:john.edwards@drake.edu)**

**ESSENTIAL JOB FUNCTIONS**

**Law Library**

- Coordinate work of the Law Library Administrative Office, including administrative and secretarial support for the Director and other members of the department, supervising student employees and coordinating student payroll, serving as liaison with Human Resources; office management, monitoring inventory levels of office supplies and initiate orders as necessary. 25%
- Provide administrative support for the Legal Research and Writing program, including score coordination, updating assistance, and production work, and as needed, to the Legal Writing faculty. 10%
- Oversee billing operations and database integrity, including photocopy, Friends, and other invoicing; assist with statistical compilation or analysis, such as ABA data. 5%
- Utilize web and other resources, such as computer-assisted legal research on Lexis and Westlaw, to ensure answer keys for research assignments are current. 5%
- Assist with law school special events as needed, such as exams, meetings, etc. 3%
- Assist in implementing the library's strategic plan, including execution of marketing initiatives. 2%

**Intellectual Property Center**

- Assist and/or manage Intellectual Property Center events such as conferences, speaker programs, and meetings. 30%
  - Coordinate room arrangements, videotaping, and photography. Organize and host receptions and lunches, order food for same. Arrange location of dinners and other activities.
  - Oversee and carry out event publicity including but not limited to working with Marketing and Communications (M&C) and printers on brochures and flyers. Arrange for mailing of same and placement of advertising in coordination with M&C. Proofread outgoing mail and publicity materials. Coordinate CLE applications.

- Make travel arrangements for visiting speakers and guests such as plane reservations, lodging, reimbursements, and itineraries, and correspond with them concerning those arrangements. Work with travel agent on same. Host and assist speakers and guests as needed upon arrival.
  
- Perform tasks for Intellectual Property Chair including proofreading and coordinating large mailings, typing scholarly articles and book chapters and proofreading as needed. Copy classroom and other materials. Maintain class attendance records, send emails to students, record grades, put together seating charts, schedule student appointments, as needed. 20%

Performs other duties as assigned.

Comments:

Prefer college graduate.

Candidate must have high degree of professionalism and discretion and maintain the same at all times when carrying out all tasks and when communicating with supervisors, students, alumni, faculty, employers, and administration.

Strong verbal and written communication skills, interpersonal skills, organizational skills, and excellent proofreading skills.

Skill in event planning and promotion. Ability to schedule (without conflict) numerous events with complex logistics, including symposiums and on-campus interviews. Excellent problem solving skills. Ability to be efficient, punctual, prioritize work, multi-task, set, and meet deadlines.

Knowledge of legal writing and citation form a plus, as well as Microsoft Office software, including Word, Excel, Access, Power Point, etc.

The current description anticipates that up to half of the Administrative Assistant's time will involve work for the Intellectual Property Chair. If those duties cease the description may change to reflect additional library responsibilities.

The above assignments are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required.

**ESSENTIAL ELEMENTS**

EDUCATION: High school diploma or GED - Ability to read, write, perform basic arithmetic and follow verbal and written instructions.

EXPERIENCE: Moderate: 1-3 years.

OTHER ESSENTIAL TRAINING AND SKILLS: Computer Experience (Macintosh and / or PC), Spreadsheet / Database Applications (i.e. Microsoft Excel Access), Word Processing Applications (i.e. Microsoft Word), Presentation Software (i.e. PowerPoint), Language Skills

**SCOPE**

COMPLEXITY: Work is basically non-standardized and widely varied, involving many complex and significant variables. Analytic ability and inductive thinking are required to devise new methods to situations where previously accepted methods have proven inadequate.

CONSEQUENCE OF ERROR: Errors are usually discovered in succeeding operations where most of the work is verified or checked and is normally confined to a single department or phase of organization activities.

DECISION MAKING: Routine/Non-Routine Decisions - Decisions are made on both routine and non-routine matters with some latitude, but are still subject to approval.

IMPACT: Minor Impact - Minor impact on University-Wide Operations, causing some improvements or efficiencies.

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### WORKING CONDITIONS & PHYSICAL EFFORT

	Seldom Or Never	Monthly	Weekly	Daily	Hourly
1. Lift object weighing up to 20 pounds.			X		
2. Lift objects weighing 21 to 50 pounds.		X			
3. Lift object weighing 51 to 100 pounds.	X				
4. Lift objects weighing more than 100 pounds.	X				
5. Carry objects weighing up to 20 pounds.			X		
6. Carry objects weighing 21 to 50 pounds.	X				
7. Carry objects weighing 51 to 100 pounds.	X				
8. Carry objects weighing 100 pounds or more.	X				
9. Standing up to two hours at a time.	X				
10. Standing for more than two hours at a time.	X				
11. Twisting or turning head or back.				X	
12. Stooping, bending, kneeling, or crawling.		X			
13. Ability to reach and grasp objects.					X
14. Manual dexterity or fine motor skills.					X
15. Color vision - the ability to identify and distinguish colors.					X
16. Ability to communicate orally.					X
17. Ability to hear.					X
18. Pushing or pulling carts or other such objects.		X			
19. Proofreading and checking documents for accuracy.					X
20. Using a keyboard to enter and transform words or data.					X
21. Using a video display terminal.					X
22. Working in a normal office environment with few physical discomforts.					X
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation or the like.					X
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions.	X				
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls.	X				
26. Operating automobile or van.	X				
27. Operating heavy equipment.	X				
28. Extreme temperatures, such as cold or heat.	X				
29. Hazards such as mechanical, electrical, burns/explosives, unprotected heights, or moving objects	X				
30. Other physical ability or hazard exposure required by the job.	X				