

Ave Maria School of Law

Job Description

Position Title: Clinic and Externship Coordinator
Department: Clinical Program and Externship Program
Reports to: Director of Experiential Education
Exemption: Non-Exempt

Date of Last Revision: July 3, 2017

Overview:

The Coordinator works directly under the Director of Experiential Education. The Coordinator supports the Director in her administrative responsibilities, and all Clinical Program professors in their teaching, casework, research and writing, and other professional responsibilities. The Coordinator is also responsible for implementing and coordinating Clinical Program and Externship Program procedures and activities.

Responsibilities:

Support Clinical Program faculty members in an array of tasks, which include but are not limited to, the following:

- Answer main and faculty telephone lines, collect and distribute mail, type, and file
- Manage information and databases, including but not limited to, Law School drive
- Arrange speaking, conference, court, and client meeting attendance
- Complete check requests and expense reports for faculty and students
- Maintain records re faculty and student expenses
- Maintain course pages and attendance records; prepare course packs and order books
- Process mass mailings, OSCAR submissions, and publication submissions
- Support faculty research, writing, and publication
- Renew faculty memberships
- Track and order office supplies

Support Clinical Program and Externship Program in an array of tasks, which include but are not limited to, the following:

- Maintain web site information
- Maintain manuals and forms
- Maintain information and databases, including, but not limited to, Law School drives, CLIO, Blackboard, and court systems
- Manage, submit documentation, and maintain records for purchases and expenses
- Maintain records regarding Clinical Program budget and Externship Program budget
- Maintain client files, both hard files and on-line files
- Coordinate student access, office assignments and schedules, and mail folders
- Maintain schedule for conference room
- Maintain Clinic Resource Room

Clinical Program

- Open client mail, copy, stamp, place original in client file and advise appropriate student and faculty member about mail and potential impact on client

- Communicate with clients and others, such as caseworkers, law enforcement, court personnel, in-person and by telephone, email, and regular mail
- Audit client files and meet with students to confirm student file maintenance
- Support community outreach efforts
- Recruit and assign voluntary and paid individuals to provide interpreter and translator services

Externship Program

- Monitor Externship Program email mailboxes
- Maintain placement site files, both hard files and on-line files
- Prepare and send communications to students, faculty members, and Site Supervisors
- Educate students about externship opportunities and expectations through email, presentations, group meetings, and one-to-one meetings
- Coordinate with Career Services Office regarding externship placements
- Meet with students and speak with Site Supervisors and Faculty Supervisors
- Monitor student compliance with Externship Program requirements and expectations
- Assign Faculty Supervisors for externship students
- Facilitate and conduct externship site visits
- Schedule and coordinate externship classroom component

Additional

- Coordinate and implement special projects as assigned
- Support Registrar's Office during mid-semester and final-semester exam period as Registrar assigns students to take exams in Clinical Program offices

Preferred Job Qualifications:

- Bachelor's degree or higher
- Strong computer skills
- Strong internet research skills
- Knowledge of Word, Excel, and PowerPoint
- Experience using Blackboard or other distance learning management system
- Experience using CLIO or other cloud-based practice management system
- Ability to type 40-45 wpm
- Strong organizational skills and attention to detail
- Strong interpersonal skills
- Flexibility and ability to prioritize
- Ability to work independently and with direction
- Ability to manage multiple projects
- Ability to maintain confidential information

To apply please send a cover letter and resume to HR@AveMariaLaw.edu

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This Job Description does not contain each and every responsibility, expectation, and task that comprise the Coordinator position. Additionally, the Law School reserves the exclusive right to alter this Job Description at any time without notice.