

STUDENT POSITION DESCRIPTION

WORK STUDY

Hiring Department: Legal Services for Students

Supervisor: Raymond Schiflett

Hours per week: 15-20 hours

Length of appointment: Semester/Annual

Application Deadline: As Advertised

POSITION OVERVIEW

Coordinate office activities for attorneys, performing a variety of legal secretarial duties such as scheduling consultations, preparing legal documents and correspondence, docketing cases and maintaining calendar schedules, and providing information and direction to students. The work requires knowledge of legal, secretarial, and office practices. Take part in preparing and participating in select outreach programs.

STUDENT LEARNING ASSOCIATED WITH THIS POSITION

1. **Humanitarianism and Civic Engagement** – Gain an understanding and appreciation for individual differences and develop a sense of global citizenship. Be sensitive and aware of cultural/national differences of clientele.
2. **Intrapersonal/Interpersonal Development** – Be able to articulate your personal talents, values and act with integrity while managing conflict and working collaboratively with DOS & LSS cohorts.
3. **Personal and Professional Competence** – Learn to communicate issues effectively, pursue goals, and maintain personal well-being.
4. **Learning, Application, and Integration** – Acquire knowledge of client intake procedure, clerical procedure, and professional office demeanor. Acquire, process, and connect information to make decisions.
5. **Critical Thinking and Problem Solving** – Learn how to identify relevant issues, reflect, and creatively develop solutions.

QUALIFICATIONS

- Enrollment in The University of Texas at Austin.
- Must be accepted in the work-study program.
- Strong organization skills.
- Prefer cognizance with social media efforts.
- Excellent communication abilities.
- Superb work ethic.
- Comfortable using a Macintosh computer system.
- Positive, outgoing attitude.
- Well-honed analytical and common-sense capabilities.

DUTIES AND RESPONSIBILITIES

- Provide front desk support for the office.
- Greet visitors, answer phones, and manage reception traffic.
- Answer questions from students, faculty, staff, and the general public.

- Manage calendar of consultations, transfer intake information into database, and maintain records.
- Prepare letters and communications for facsimile and/or certified mail.
- Assist other DOS teams with various projects and outreach programming.

HIRING PROCESS

1. Apply at www.hirealonghorn.com and/or attend work study job fair
2. Response will be within one week
3. Start date varies