

**Assistant to Dean for the School of Law
University of Colorado at Boulder
Job Description
6/20/07**

The Assistant to the Dean will manage, represent, and support the Dean in every aspect of his work. The Assistant will control the Dean's schedule, information flow, and communications with constituents of the Law School and the University. This position provides support in three key areas: Administrative Support to the Dean (50%); Communications to and from the Dean's Office (40%); and Management of the Law School's Annual Internal and External Reports (10%).

I. Administrative Support To The Dean (50%)

The Assistant will serve as the interface between the Dean and all Law School constituents, and will be responsible for organizing all aspects of the Dean's schedule and activities. The Assistant manages scheduling of the Dean's appointments, including developing and maintaining an electronic calendar.

The Assistant will work with all persons who seek meetings with the Dean, and works with various groups to schedule committee meetings (Associate and Assistant Deans, Directors, Development, Alumni Relations, faculty committees, student groups, staff, etc.). With respect to delegated matters, the Assistant communicates responsively on the Dean's behalf. The Assistant is responsible to prepare all documents and materials the Dean needs for each day's appointments. He/she handles the Dean's travel logistics complying with all State and university travel rules and procedures, prepares travel itineraries and documentation, and manages billing and reimbursements related to travel.

This position assists the Dean with financial and logistical arrangements. He/she sets up arrangements in advance with University of Colorado preferred travel agents, hotels, air and ground carriers in advance to procure the best fares, beat deadlines, and avoid conflicts with other appointments. The Assistant obtains reimbursement from outside boards, committees, trust and councils on which the Dean sits. The Assistant allocates expenses, including those assigned to the University and the Foundation. Moreover, this Assistant will support the Dean's scholarly and teaching activities, helping to prepare course materials, presentations, speeches and articles for publication.

The Assistant manages information flow to and from the Dean: reading, printing and otherwise managing all electronic mail and presenting messages several times daily according to the Dean's preferences (e.g. urgent, general correspondence, reading and background materials, etc.). He/she remains in constant touch with the Dean when he is traveling, notifying him of important matters promptly using telephone, fax and e-mail to transmit messages. The Assistant transcribes, composes,

formats, and proofreads all messages, letters, etc., going out over the Dean's signature, and expedites transmissions of that correspondence according to the Dean's preference. He/she sorts and distributes important mail and faxes according to the preferences alluded to above.

The Assistant will meet with the Dean daily to coordinate, communicate, review schedules, ascertain deadlines, plan projects, and clarify procedures. In addition, this person will maintain regular communication with the Dean, sufficient to understand, support and communicate the Dean's priorities to others. This Assistant will support and assist others who regularly arrange meetings with and for the Dean, including Development, Alumni Relations. This Assistant will meet regularly with Development and Alumni Relations staff, to coordinate and ensure a smooth flow of events and maximize the Dean's time out of the office

This Assistant processes the Dean's monthly sick and vacation reports for signature by the Provost. This assistant is responsible for developing and maintaining a comprehensive filing system for the Dean. The Assistant is responsible for the administrative support of the Dean's Policy Management and Budget Committee, including preparing and distributing agenda, attachments and minutes for all meetings. Moreover, this Assistant will prepare and distribute agenda and attachments for all meetings over which the Dean presides, including outside Committees, Boards and Non-profit activities related to the Law School.

This position will also cross-train with the Assistant to the Dean for Faculty Affairs, in order to provide back-up for this position, and will perform other administrative duties as assigned.

II. Communications (40%)

The Assistant serves as the Dean's director of communications. He/she will coordinate the Dean's role and part in all special events, helping in the preparation of his speeches and presentations. The Assistant will directly oversee any major events over which the Dean presides, including Commencements. He/she will be responsible for communicating the Dean's agenda, originating press releases and other communications from the Dean's office and any other communication from the Dean to others for special programs.

III. Annual Law School Reporting (10%)

This Assistant is responsible to provide the administrative support, overseeing the logistics of collecting and transmitting all annual reports for the Law School, including the ABA Report, the U.S. News and World Report, any Law School Self-Studies and the annual preparation of the Report to the Dean on the Law School's Strategic Plan. These duties will include supervision of staff in preparing correspondence, acting as the liaison with University and outside contacts that require

reporting, managing electronic input, transmission of report data, and assembling statistical reports on the Law School's Strategic Plan.

IV. Qualifications

The minimum qualifications for this position are a bachelor's degree in a relevant field and three years of experience in an executive office setting, ideally providing direct daily support to the head of an organization. Position requires knowledge of University procedures and systems. The Assistant should have excellent oral and written communication skills, the ability to maintain confidentiality, and a willingness to set a professional and welcoming tone for all who interact with the Dean's office. The Assistant must also be thoroughly familiar with Microsoft Office applications, including word processing and basic spreadsheet applications. Knowledge of Publisher, Power Point, and Access is a plus.

In order to be accepted, applications for this position must be submitted through Jobs@CU via the following link: <http://www.jobsatcu.com>.