

Law Assistant
University at Buffalo, The State University of New York

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Posted Mar. 5, 2024, set to expire Aug. 4, 2024

Job Title	Law Assistant
Department	Law School
Institution	University at Buffalo, The State University of New York Buffalo, New York
Date Posted	Mar. 5, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Classified Staff
Academic Field(s)	Legal Services
Job Website	https://www.ubjobs.buffalo.edu/postings/48942

Apply By Email

Job Description

The [School of Law](#) is seeking a **Law Assistant**. They will be responsible for:

- Support business units, administration, and faculty in non-academic initiatives including, but not limited to legal research, programming, and development of internal law-related initiatives in collaboration with the Career Services Office, Communications Office, Development Office, Office of Alumni Relations, Center for the Advancement of Sport, Advocacy Institute, Baldy Center, and other law school units, as requested.
- Review, analyze, and provide feedback about bar preparation programs to assist law school in determining how to develop and implement increased supports for bar takers.
- Conduct substantive legal research.
- Provide analysis of existing and proposed changes to laws and regulations to keep internal legal partners up to date.
- Monitor changes and developments in laws regulations across fields to identify trends.

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- Provide legal analysis and develop material for best practices to ensure compliance with legal authorities.
- Prepare and execute projects and programs for continuing legal education and community presentations.
- Draft articles and generate content for targeted audiences, including legal employers.
- Provide staffing and other support for various events, programs, and presentations.
- Other duties, functions, and responsibilities as assigned.

Outstanding Benefits Package

Working at UBF comes with benefits that exceed salary alone. There are personal rewards including comprehensive health and retirement plan options. We also focus on creating and sustaining a healthy mix of work, personal and academic pursuit - all in an effort to support your work-life effectiveness. Visit our UBF benefits website to learn about our [benefit packages](#).

About The University at Buffalo

The University at Buffalo (UB) #ubuffalo is one of America's leading public research universities and a flagship of the State University of New York system, recognized for our excellence and our impact. UB is a premier, research-intensive public university dedicated to academic excellence. Our research, creative activity and people positively impact the world. Like the city we call home, UB is distinguished by a culture of resilient optimism, resourceful thinking and pragmatic dreaming that enables us to reach others every day. Visit our website to learn more about the [University at Buffalo](#).

University at Buffalo is an affirmative action/equal opportunity employer and, in keeping with our commitment, welcomes all to apply including veterans and individuals with disabilities.

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact