

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

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Posted Nov. 13, 2024, set to expire Aug. 4, 2025

Job Title	Law Assistant
Department	Law School
Institution	University at Buffalo, The State University of New York Buffalo, New York
Date Posted	Nov. 13, 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/54092

Apply By Email

Job Description

The [School of Law](#) invites applications for the position of **Law Assistant**. In this position, the Law Assistant will 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. Law Assistants will work 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.

As a Law Assistant, you will:

- 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

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partners up to date.

- Monitor changes and developments in laws regulations across fields to identify trends.
- 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.

Learn more:

- Our [benefits](#), where we prioritize your well-being and success to enhance every aspect of your life.
- Being a part of the [University at Buffalo community](#).

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