

JOB VACANCY

LEGAL ASSISTANT to General Counsel | **EXECUTIVE ASSISTANT** to VP, University Advancement

The successful candidate will ensure the effective and efficient functioning of both the VP office and the OGC by managing: Appointments, phone calls, mail, correspondence, and other various tasks as assigned including, but not limited to the following.

VICE PRESIDENT UNIVERSITY ADVANCEMENT DUTIES

- Assists Vice President with various office duties including:
 - » Strategic Planning
 - » Managing communication with donors
 - » Administering various life insurance policies
 - » Coordinating events
 - » Collaboratively writes speeches

OFFICE OF THE GENERAL COUNSEL DUTIES

- Assists General Counsel with all legal matters including:
 - » Assign and track deadlines
 - » Manage legal files
 - » Draft and edit legal documents
 - » Litigation/subpoenas
 - » Annual Reports to State of Michigan
 - » Legal Research
 - » Corporate Resolutions, Secretary Certificates
- Manages the processing of affiliate agreements for General Counsel

QUALIFICATIONS:

- Excellent organizational skills and attention to detail
- Ability to multitask and juggle many details/projects at the same time
- Ability to set priorities in a very busy work environment
- Excellent communication skills, both written and oral
- Proficient in Microsoft Office Suite (Word, Excel, and PowerPoint), Adobe Pro
- Ability to maintain confidentiality and meet tight deadlines
- Must have the ability to work well in a team environment
- Flexibility, calm under pressure
- Bachelor's degree preferred
- Long term plan to live in the area
- Prior legal experience preferred but not required

Salary based on experience.

See full job description at: andrews.edu/admres/jobs/2274/details

Apply online at: andrews.edu/admres/jobs/2274

DEADLINE to apply: March 1, 2020

