DUTIES AND RESPONSIBILITIES
- Adhere to code of confidentiality and other privacy requirements
- Organize and maintain legal files including electronic files
- Assist with maintaining web site
- Collaborate with the paralegal in preparation of responses to public records and subpoena requests including the collection of documents from various departments
- Assist with destruction and scanning of old files
- Maintain legal library
- Assist attorneys with preparation of cases
- Organize and inventory office supplies
- Multitask and prioritize various projects for all four attorneys, the paralegal, law clerks and executive assistant
- Fill in for the executive assistant as required
- Other duties as assigned

EXPECTATIONS
- Ability to monitor highly confidential information in a trustworthy manner
- Provide outstanding customer service, be able to handle challenging people occasionally
- Ability to balance academic and other life responsibilities with demand of the position
- Ability to work independently with minimal supervision
- Ability to take instructions, directions and requests from others in a highly dynamic environment

TYPICAL WORKING HOURS
The office operates Monday through Friday from 8:00am to 5:00pm. Successful applicant (Office Assistant) would work between 10 to 12 hours per week.

WORKING CONDITIONS
- Office environment
- Minor lifting and moving
- Complete deliveries, office-based errands and short trips on and around campus

MINIMUM QUALIFICATIONS
- Maintain minimum enrollment (6 credits for undergraduates, 5 credits for graduates) for three out of four terms in the year
- Minimum 2.0 grade point average (undergrad) and 3.0 (graduate) and maintain good academic standing throughout employment
- Positive attitude and exemplary customer service skills
- Minimum of 1 year customer service experience

PREFERRED QUALIFICATIONS
- Experience and/or desire to work in legal services.
- Experience working with diverse populations.
- Strong interpersonal and communication skills.
- Demonstrated positive customer service.
- Skills in web programming / html.
COMPENSATION
- $10.00 per hour
- Federal Workstudy Student Only

TO APPLY
Complete applications will be reviewed beginning September 4, 2012. The position will remain open until filled. To apply please submit electronically to kids@pdx.edu (1) a letter of interest; (2) resume; (3) schedule of classes;(4) available work hours; and (5) copy of work-study award letter. Applicants will be contacted about scheduling interviews through email.