Graduate Assistant for Continuing Legal Education
Part-time/20 hours per week

Description of the Unit and Program:
The Center of Continuing Professional Development for the LSU Law Center extends the knowledge and resources of the LSU Law Center to the Louisiana Bar. The Center offers some 20 professional development seminars each year in various locations throughout Louisiana. It is the premier provider of continuing legal education in the state.

Responsibilities:

50%  • Coordinate seminar videography and post-event video production, including on-site operation of audio/video equipment, post-production editing, and management of uploading and publishing online video material.

15%  • Assist professional staff with administrative and logistical support related to the CLE Seminars, including running queries, producing mail list, preparing mailings and correspondence, etc.

10%  • Assist professional staff and seminar faculty with design and execution of multi-media presentations, on-site support for seminars including customer service, and communications.

15%  • Assist with pre and post seminar tasks such as maintaining seminar supplies, fulfilling post-seminar publication orders, and collecting and organizing evaluation data.

10%  • Prepare, pack, and transport registration and seminar supplies for off-site seminars.

10%  • Perform other duties as assigned.

Required Qualifications:
• Proficient computer skills to include Microsoft Word, Excel, PowerPoint, Adobe Acrobat, and Photoshop.
• Ability to travel to seminar sites in the Baton Rouge area.

Desired Qualifications:
• Audio/video production experience.
• Experience with Adobe Premier, Adobe After Effects, Final Cut Pro.
• Graphic design experience.
• Excellent communication, organizational, administrative, and interpersonal skills.
• Ability to adhere to deadlines and be self-motivated.
Conditions of Employment:

- Be enrolled and maintain status as a full-time graduate student at Louisiana State University (Baton Rouge campus).
- Maintain a minimum cumulative and semester GPA of 3.0.
- This 20 hour per week position is eligible for full tuition waiver and carries with it compensation of $10,800 per year. The term of appointment is for the 2019-2020 academic year and is a nine-month position.
- This position is a Service Assistant graduate assistantship, additional details of which are included in LSU employment policy PS-21, available on the LSU web site.
- This position reports to the Assistant Director of CLE.

Application Procedure:
Applicants should submit a cover letter, resume, and a list of three references to:

Leslie A. Moran
Assistant Director, Continuing Legal Education
Center of Continuing Professional Development
LSU Paul M. Hebert Law Center
LSU Law Bldg, Room W203C, 1 East Campus Drive, Baton Rouge, LA 70803
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EEO Statement: The LSU System is an equal opportunity/equal access employer.
American’s with Disabilities: The LSU System is in compliance with the Americans with Disabilities Act (ADA).