



## Center for Pre-Law Advising

UNIVERSITY OF WISCONSIN-MADISON

The Center for Pre-Law Advising has an immediate opening for a Program Assistant for Fall (with a possibility of remaining through the spring). This position is important for helping us to prepare for the upcoming Law School Expo as well as expanding our presence on campus as we provide advising and other resources to UW-Madison students and alumni in the process of considering, preparing for, or applying to law school. Rising Juniors and Seniors preferred.

This hourly position offers flexible scheduling for 10 hours/week. Minimum \$10 an hour.

### Responsibilities include:

- Managing social media platforms (Facebook, Twitter, etc.)
- Updating our website using WordPress
- Assisting with program activities and coordinating events
- Expanding the development of our marketing strategy
- Creating blog posts targeted towards pre-law students
- Providing general administrative support

### Essential Qualifications

- Great interpersonal skills, comfort speaking in front of groups
- Strong writing skills
- Strong public speaking/presentation skills
- Team player, able to balance multiple projects and deadlines at once
- A desire to help students progress in their academic careers
- Knowledge of social media platforms, Wordpress, and/or Mail Chimp

### Desirable Qualifications

- Experience coordinating both small and large scale events
- Team player, able to balance multiple projects and deadlines at once

**Expected state date:** September 2017.

If you are interested in applying, please submit your resume and cover letter to Pre-Law Advisor, Caroline Fuchs, J.D., M.P.A.

[caroline.fuchs@wisc.edu](mailto:caroline.fuchs@wisc.edu) immediately. **Review of materials will begin immediately.**