



## Staff Assistant (Grant-funded programs) (F/T)

**Priority consideration given to submissions received by September 30, 2021.** Seeking candidates for a full-time position. Anticipated Start Date: As soon as practical. Qualified applicants should submit for consideration a resume and cover letter explaining your experience and interest in the position.

This role will provide quality administrative support to The Center for American & International Law's grant-funded Criminal Justice Programs in Criminal Law & Actual Innocence.

Position reports to the Director for Grant-funded programs.

### **Description**

This Staff Assistant serves as a critical member of small administrative team. The ideal candidate is organized and can pay close attention to all small particulars when working on a task or project and minimize error; is resourceful, a good problem solver and collegial, willing to take initiative and exercise judgement, where required, with assigned or team responsibilities; able to begin tasks for others to finish and pick up tasks where another has left off.

Components of the position include:

#### ***Seminar/Conference Planning & Administration***

- Assisting in all aspects, as needed, of program planning, preparation, and execution.
- Work with the Director and/or Associate Director to identify schedule of planning deadlines, including program details posting and e-marketing.
- Learn and follow electronic folder organization and naming protocols to ensure completeness of electronic file storage.
- Manage and update the pre-program checklist and communicate status with Grants Staff.
- Ensure critical pre-program tasks and milestones are met as scheduled.
- Draft, organize and/or proofread program documents, including agendas, forms, rosters, submitted presentation materials, and/or post-program reports.
- Draft and/or review electronic communications to speakers and participants.
- Test, reformat and/or revise submitted program materials, as required.
- Communicate & coordinate with invited speakers regarding program needs or deadlines.
- Collect, verify and enter/record up to date details for faculty or registrant into the CAIL's database in accordance with company's guidelines and standards.
- Ensure integrity of data, verifying information regarding data quality and data completeness
- Review registrant details for errors and eligibility compliance, where required.
- Review program expenses for errors and eligibility compliance, where required.
- Work with Accounting or the Registrar to resolve registration or payment questions prior to a program.
- Work with the Technology Director to schedule and review web postings, electronic mailings, and to obtain tracking data for e-marketing.
- Work with the Meetings and Facility Director to confirm program facility needs, meal planning and/or overnight accommodation contracts.



## THE CENTER FOR AMERICAN AND INTERNATIONAL LAW

### ***Seminar/Conference Management***

- On-site support of legal educational conferences.
- Document program room usage and/or changes for post-program updates.
- Manage setup and assist with check-in and registration desks.
- Manage distribution of program packets by attendee type, where required.
- Ensure the integrity, completeness, and retention of information and/or forms collected at check-in.
- Direct and assist speakers on-site to facilitate smooth presentations.
- Direct and assist participants throughout the duration of a conference.

### ***Grant Condition Compliance***

- Learn, become familiar with and adhere to current grant conditions.
- Learn and follow strictly internal control protocols to ensure compliance.
- Exercise judgement, where required, in determining the most appropriate protocol for a given circumstance.
- Ensure grant owned property is appropriately accounted for, used and/or stored.
- Ensure integrity of data subject to audit, including by verifying information regarding data quality and data completeness.
- Ensure grant expenses are properly recorded and accounted for and include necessary approvals.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

### **Education and Experience**

College degree and/or significant administrative experience working in an office setting is preferred, but relevant work experience will be considered. Excellent communication skills. Intermediate-Advanced proficiency with Office 365 (i.e. Word, Excel, PowerPoint, and Outlook), ability to create and work with templates, format documents, to create and edit PDF documents, and knowledge of standard office best practices, procedures, equipment and support techniques. Must be able to multitask, use good judgement to juggle and prioritize different work activities and deadlines in order to meet the demands of multiple stakeholders. Desktop publishing and Conference audio/visual equipment operation, video editing experience is a plus.

### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee must be able to sit for long periods of time at a computer and repeat the same movements daily.



## THE CENTER FOR AMERICAN AND INTERNATIONAL LAW

### **Job Terms**

Job Type: Full-time

Hours: 37.5 hours a week

Salary: beginning rate is \$21.50 an hour.

Work Days: Monday-Friday, work must occur during the organization's business hours, 8:00 a.m.-5:00 p.m., unless otherwise arranged with your supervisor.

Work Location: 5201 Democracy Drive / Plano, Texas\*

Office facilities are available, however, job functions at CAIL may be performed remotely at this time, where appropriate, and excluding days before and during conferences. Grants program staff is required to be on-site during all in-person programs. A determination has not been made yet regarding long-term remote work at CAIL once the pandemic is over. Time in the office will be required, although it is believed that some remote work may be available post-pandemic.

CAIL is an equal opportunity employer.

### **About The Center for American and International Law**

CAIL was formed in 1947 as the Southwestern Legal Foundation by Robert Storey, Dean of SMU Law School, upon returning from his service as Executive Trial Counsel at the Nuremberg Tribunal following World War II. Dean Storey believed there needed to be an organization to provide continuing legal education for attorneys and to promote and explain the importance of the rule of law. CAIL has fulfilled this mission by training attorneys from over 130 countries on a broad range of international and U.S. legal issues, by promoting the rule of law, such as through its actual innocence programming, and by providing ethics and management training to law enforcement officers from around the world.

### **To Apply**

Priority consideration given to submissions received by September 30, 2021. Send cover letter and resume explaining your experience and interest in the position to: [istanley@cailaw.org](mailto:istanley@cailaw.org).