

**AMERICAN INDIAN LAW CENTER INC. (AIRC)
JOB OPENING**

JOB TITLE	Administrative Assistant		
SALARY	\$17.00 to \$20.00 per hour, depending upon experience		
BENEFITS	Health and life insurance, paid time off, retirement plan, professional development assistance		
LOCATION	UNM School of Law, 1117 Stanford Drive NE, Albuquerque NM 87106		
REMOTE WORK	Allowed part-time and temporarily due to COVID-19 pandemic		
STATUS	Regular, Full-Time	SUPERVISOR	AIRC Director

SUMMARY: AIRC seeks an experienced Administrative Assistant to provide customer service and oversee the efficient functioning of its office. Associate Degree or Paralegal Certification preferred; at least 3 years' full-time experience overseeing daily functions of an office required. The Assistant will support a small staff of attorneys and other professionals.

As a BIA contractor and grantee, AIRC practices American Indian preference in hiring as authorized by federal law. AIRC offers competitive wages and benefits.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Complete complex tasks with minimal supervision; strong knowledge of Microsoft Word, Excel, and Outlook; bookkeeping/payable processing and website maintenance capabilities are a real plus. Must have impeccable verbal and written communication skills, strong ability to multi-task, and friendly demeanor. Must take initiative, be a self-starter, and work effectively with a wide range of constituencies in a diverse community; work well under stress, interruptions, and tight deadlines; problem-solve, answer questions, and evaluate results of performance. Must have working knowledge of video and web conferencing platforms. Must be knowledgeable and sensitive to Native American culture. Valid driver's license required.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Provide administrative support for all staff members (3-4 employees), including clerical and accounting tasks, mail pick-up, review of payables, and preparation of check requests for approval and submission to bookkeeper for processing.
2. Perform court clerk functions for AIRC's Southwest Inter-Tribal Court of Appeals, working with tribal court clerks to assure accuracy and effective case-file management as overseen by the SWITCA Court Administrator.
3. Order and maintain business supplies and oversee daily functioning of office equipment and other required items.
4. Calendar and schedule meetings, events, trainings, and conferences; organize and maintain related files such as those for AIRC's Pre-Law Summer Institute and/or other legal and tribal court projects.
5. Greet callers and visitors, law students, and tribal officials; assist them or direct them to appropriate offices; write and respond to emails and other correspondence.
6. Perform other related duties as assigned by supervisor or program directors.

COVID-19 PRECAUTIONS: AIRC follows UNM's COVID-19 precautions because it is located on the UNM campus. For details see <https://bringbackthepack.unm.edu/expectations-for-the-pack/index.html>

HOW TO APPLY: Email resume AND cover letter to ortega@law.unm.edu describing (1) how your experience and qualifications match this job, and (2) your tribal affiliation (if applicable). **RESUMES WITHOUT A RESPONSIVE COVER LETTER WILL NOT BE REVIEWED OR CONSIDERED.**