

Legal Studies Society Executive Assistant

Volunteer Position

Volunteer Description:

As an Executive Assistant to one of the current sitting Vice-Presidents or the current President, you will be responsible for working on a variety of initiatives and projects within the Legal Studies Society. Each Executive Assistant position will be tailored to the specific duties of the Office they work alongside; for instance, if you are the Executive Assistant to the Vice-President Education, you will be working on educational initiatives within the society.

The time commitment for the position will vary, but will most likely consist of 1-2 hours per week.

The executive assistant will also be required to hold Office hours with the Vice-President or potentially on their own. Office hours are typically 1 hour per week.

Qualifications:

- ✓ Leadership
- ✓ Dedication
- ✓ Ability to work in an office setting
- ✓ Organization Skills
- ✓ Must be in “good” academic standing
- ✓ At least in 1(b) term

Payment:

Because this is a volunteer position within the Legal Studies Society, there is no monetary payment. The current executives will, however, write a letter of recommendation for those who hold the position of Executive Assistant.

Application:

If you are interested in this position, please submit typed cover letter and resume in the Legal Studies Society Drop Box (located on the 2nd floor of St. Jerome’s University) by:

_____ at _____.

All cover letters and resumes will be given fair consideration. Only successful candidates will be contacted for an interview.

Please direct any questions to legalstudiessociety@gmail.com with the subject line “LSS Executive Assistant question”