

AULP Legal Assistant

Job Description

Fixed Term – one day a week for 4 months worked flexibly

We are...

The Association of University Legal Practitioners (AULP) is the association for in-house lawyers working in Higher Education. AULP is a Professional HE Services Limited association.

We are looking for...

A skilled paralegal or legal assistant who can support our association as we launch our new website and discussion boards. Our new website will be the hub for our members, allowing them to share their knowledge and expertise with peers to solve current issues, while also drawing on existing knowledge and resources to support them in their roles.

You will...

- Sort through existing AULP resources, such as our JISC Mail list and identify appropriate discussion threads and resources which need to be added to the new AULP website.
- Upload those items of content to the new site as instructed.
- Reformat some of those resources to make them more user friendly, so your excellent knowledge of standard office software will be essential.
- Be able to use your good organisational skills to and work independently yet knowing when to seek advice.

We will offer...

- A fixed term post – one day a week for 4 months, but with the option of compressing those days into a shorter period.
- Working from home.
- An hourly salary of £13.20.
- This Job Description sets out current duties of the post that may vary from time to time without changing the general character of the post or the level of responsibility entailed.

How to apply...

Download the application form and find out how to apply at: www.phes.ac.uk/aulp