



## OFFICE OF HUMAN RESOURCES

### POSITION ANNOUNCEMENT

**POSITION TITLE:** Paralegal  
**PERSONNEL STATUS:** Contingent II/ Exempt  
**DEPARTMENT:** Office of the President  
**OPEN DATE:** July 22, 2015  
**CLOSING DATE:** August 7, 2015

**Responsibilities:** Drafts and revises contracts; compiles and analyzes legal and factual data; drafts and revises policies and procedures for review and ultimate adoption by the university; coordinates periodic review of university policy manual; prepares legal correspondences; compiles information and documents in response to subpoenas and requests for information pursuant to the Maryland Public Information Act; conducts research and prepares memoranda on a broad range of legal matters; provides litigation support when necessary by gathering documents for various departments, organizing evidence, and attending hearings as necessary; conveys routine information to university administrators regarding legal or contractual issues; develops and maintains record-keeping and organizational systems as necessary; provides administrative support as necessary; performs other related duties as assigned.

**Qualifications:** Associate Degree in Paralegal Studies or Legal Assistant Studies from an accredited higher education institution required. Minimum three (3) years experience as a paralegal, law clerk or in a legal support role required. Bachelor's degree and knowledge of higher education law, compliance and/or policy tracking technology preferred. Project management experience a plus. Knowledge of the principles and procedures of contract and policy formation; experience in legal research; ability to create, compose and edit written materials; ability to conceptualize projects, prioritize and manage multiple tasks; ability to communicate and work effectively with a range constituencies in a diverse community; strong work ethic and initiative required; ability to work independently, be resourceful and exercise sound judgment; must be able to maintain confidentiality and exercise discretion relating to sensitive or privileged information; superior writing skills and attention to detail; computer proficiency and technical software skills in Microsoft Office, including Excel, Word, PowerPoint, and Outlook; knowledge of hardware and software trends as they relate to the legal field; experience using legal research databases such as Westlaw and LexisNexis.

**SALARY: \$45,000 - \$50,000**

**RANGE: I**

**APPLICATION:** Interested and qualified applicants should submit two copies of a cover letter, resume/curriculum vitae, BSU Employment Application, along with a list of at least three (3) professional employment references. **Submissions without an application will not be considered.** Email or mail all documents to:

**Office of Human Resources  
Bowie State University  
14000 Jericho Park Road  
Bowie, MD 20715  
JOBS@bowiestate.edu**

**Bowie State University is an Equal Opportunity/Affirmative Action Employer**  
*Auxiliary aids and services for individuals with disabilities are available upon request. Please contact the University's EEO Officer at 301-860-3442.*

To download the BSU application, go to <http://www.bowiestate.edu/files/resources/staff-employment-application-revised-9-2014.pdf>

*In accordance with the Cleary Act of 2000, you are advised to contact the Bowie State University Campus Police Office for Disclosure of Criminal Incidents that occur on our campus.*