

Another Source's client, Stanford University, is recruiting an **Administrative Assistant** to join their **Office of General Counsel** team on campus in Palo Alto, California. This is an opportunity to join an exceptional team that supports cutting edge research and shaping our future leaders.

About Stanford University:

The Stanford community includes more than 13,000 talented and dedicated staff that each play a vital role in shaping our future leaders, supporting groundbreaking research and resolving some of the world's greatest challenges. Joining our administration team in the Office of General Counsel (OGC), you'll enable operations essential to the university's mission. You'll provide a full range of legal administrative or operational support to the OGC including monitoring workflow and prioritizing multiple competing priorities with a heavy emphasis on calendaring.

Learn more about [Stanford OGC](#)

The OGC office work primarily onsite on the beautiful Stanford campus. The hours of this role will work with teammates to provide coverage from 7:45AM and 5:30PM. No matter where you are in life, each stage comes with new demands on your time. And our lifestyle support helps you manage it all with less stress.

Benefits:

- 17+ Transportation programs and resources
- 7+ On-site child care facilities available to you
- Up to 5% of your base pay contributed automatically to your 403(b) + a generous match
- 100% of your retirement account is fully vested immediately

Being on campus means the opportunity to utilize world-class exercise facilities where you can grab a lunchtime workout to sustainability and environmental responsibility programs that make it easy to live your values.

- 20+ recreational facilities
- 18+ Mental health and wellness programs

Learn more about the [benefits](#) of working at Stanford

Your Day Will Include:

- Act on behalf of the Office of the General Counsel in regards to identifying and resolving problems that are administrative or operational in nature. Liaison between department, university and healthcare clients and others.
- Prioritize and handle multiple projects simultaneously and independently, often under pressure and in a fast paced environment.
- Coordinate and manage attorney schedules and activities, including all logistics and calendar management and preparation for appointments and necessary follow up.
- Compose and draft documents; perform editing and fact checking; analyze and review material and extract pertinent information. Create, maintain, modify, and/or ensure accuracy of content. Process and distribute documents effectively.
- Organize and maintain complex filing systems.

- Respond independently to general inquiries when appropriate, and make swift and accurate judgments in forwarding or responding to inquiries and requests.
- Assist with other projects as needed.

Experience we'd like you to bring:

- Associates degree and three years of relevant experience or combination of education and relevant experience.
- Strong organizational skills and attention to detail.
- Proven ability to independently exercise sound judgment, maintain confidentiality, take initiative, and be flexible and professional at all times.
- Ability to multitask effectively.
- Proficiency in computer applications, such as Microsoft Office Suite, and a good understanding of databases.
- Excellent written and oral communications skills.
- Proactive work style and history of collaborative teamwork.

Why Stanford is for You

- **Freedom to grow.** We offer career development programs, tuition reimbursement, or audit a course. Join a TedTalk, film screening, or listen to a renowned author or global leader speak.
- **A caring culture.** We provide superb retirement plans, generous time-off, and family care resources.
- **A healthier you.** Climb our rock wall, or choose from hundreds of health or fitness classes at our world-class exercise facilities. We also provide excellent health care benefits.
- **Discovery and fun.** Stroll through historic sculptures, trails, and museums.
- **Enviably resources.** Enjoy free commuter programs, ridesharing incentives, discounts and more!
- 18+PTO/Vacation days per year

Stanford is an equal employment opportunity and affirmative action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, protected veteran status, or any other characteristic protected by law. Stanford welcomes applications from all who would bring additional dimensions to the University's research, teaching and clinical missions.

Another Source works with their clients, on a retained project basis, to maximize the recruiting process.