

Executive Legal Assistant/Paralegal

The Office of the General Counsel for the Massachusetts Community Colleges seeks an Executive Legal Assistant/Paralegal to work in our collegial and dynamic law office located on the Bedford campus of Middlesex Community College. This position will provide executive administrative and paralegal support to attorneys for the fifteen community colleges. Primary responsibilities include answering and directing telephone calls, scheduling conference calls and virtual and in-person meetings, managing law office calendar, coordinating travel and meeting logistics, maintaining legal files and records, proofreading, formatting and filing correspondence and legal documents, monitoring deadlines; and providing general administrative and paralegal support in collaboration with other front office staff. The successful candidate will be committed to the highest standards of client service and have excellent communication, organizational, interpersonal, computer, research, and writing skills; be proficient in MS Office Suite (e.g., Word, Outlook, Excel, PowerPoint) and Zoom; be detail-oriented; be capable of working both autonomously and in a team, and of receiving feedback and direction as needed; will exercise good judgment and discretion and maintain confidentiality; and have a demonstrated commitment to the mission and values of the community colleges. Previous work experience answering phones, scheduling meetings and calendaring in a law office is a plus. Associate Degree and/or Certificate in Paralegal or Legal Studies or equivalent education and/or work experience is preferred. This full-time, non-unit professional position offers competitive state benefits and salary in the range of \$60,000 to \$80,000. Applications will be reviewed upon receipt with a preferred start date in July 2026

To apply, submit a letter of interest and resume to Gina Yarbrough, General Counsel at lawoffice@middlesex.edu.

Equal Opportunity/Affirmative Action Employer