



STOWERS INSTITUTE®
FOR MEDICAL RESEARCH



Legal Assistant

The Stowers Institute has an opening for an individual to support the activities of the chief legal officer and associated staff.

Minimum requirements include an undergraduate degree in business, education, science, or a related field; five years of progressively responsible corporate and business paralegal experience; and outstanding computer skills with an advanced knowledge of Microsoft Windows XP, Microsoft Outlook, Word, Excel, Access, and Power Point, as well as documented editing experience.

In addition to outstanding oral and written communication skills and the ability to efficiently multi-task, the successful candidate will have prior experience managing projects and prior experience as a legal assistant in a corporate environment.

Primary responsibilities include assisting with contracts management and review; establishing and maintaining a document retention program; overseeing a budget for legal expenses; posting bond event notices; reviewing employee benefit programs; and coordinating a variety of legal projects from inception to conclusion.

How to Apply

Applicants should send a resume and cover letter to careers@stowers.org or to:

Administration Department
Stowers Institute for Medical Research
1000 East 50th Street
Kansas City, MO 64110

For more information visit www.stowers.org.

The Stowers Institute is committed to equal opportunity in all of our programs.