The University of California Hastings College of the Law was founded in 1878 as the law department of the University of California and was the first law school in California. Over the years, it has built a legacy and reputation of being a preeminent institution comprised of renowned faculty committed to the study of legal theory and research, preparing students for careers in the judicial system, public service, and industry.

The College is redefining legal education through an experiential, interdisciplinary, and international approach to the law. By integrating rigorous academics with hands-on practice, the College is preparing its graduates to tackle the legal challenges—and leverage the opportunities—of the 21st century.

Administrative Assistant
Center for WorkLife Law

Classification: Level 1 / Class Code 1615 / Non-Exempt / Part-Time / Represented / Benefited

Hiring Salary Range: $26,552 – $28,410 annually, based on a 30 hours/week [Center is open to considering candidates interested in 28-32 hours of work per week, exact schedule to be negotiated at time of hire] (commensurate with qualifications)

Posting Date: Sept 11, 2015

ABOUT THE CENTER FOR WORKLIFE LAW

The Center for WorkLife Law (WLL), based at University of California Hastings College of the Law, is one of the nation’s leading organizations devoted to gender equality and to improving work-life balance for both men and women. WLL works towards legal change, organizational change, and social change by advocating for gender equality and work-life balance.

THE ROLE

Support the Center’s directors and staff in a variety of administrative tasks, including scheduling, arranging travel, coordinating events, and performing other general office functions. (This is a temporary 1 year appointment).

RESPONSIBILITIES

Typical duties and responsibilities consist of, but are not limited to, the following:

- **Scheduling** - support Director by managing her calendar, including scheduling all meetings, events, appointments, and travel; support Deputy Director in scheduling meetings and events.
- **Travel Arrangements** – arrange travel for Director and Deputy Director, including booking airfare, car rentals, and hotels; and communicate with outside organizations about booking travel and receiving reimbursements.
- **Events** - act as coordinator for academic working group meetings, and assist Director of Women’s Leadership and Development Associate with larger events.
- **Hiring** - coordinate HR matters related to hiring new staff and interns, including scheduling interviews, communicating with applicants, receiving and organizing applications and new hire paperwork, and orienting new employees.
- **Finance** - process invoices, reimbursements, and company card for Director and Deputy Director as needed.
- **Office Work** – answer phones, take notes, attend staff meetings, make photocopies, scan documents, organize files, maintain office contact lists, communicate with IT and
maintenance, send emails, handle mail, order and organize supplies, and conduct related administrative/clerical tasks to ensure office running smoothly.

**REQUIREMENTS**

**EDUCATION AND EXPERIENCE**
- High school diploma or equivalent required; Bachelor’s degree preferred;
- At least two years administrative/clerical work experience;
- Proven track record of success within an office environment.

**KNOWLEDGE, SKILLS & ABILITIES.**
- Impeccable attention to detail;
- Ability to perform in a deadline-driven environment while managing multiple tasks at once;
- Ability to communicate clearly and effectively – verbally and in writing;
- Proficiency with Microsoft Office (including Word and Excel);
- Familiarity with Wordpress, Twitter, LinkedIn, and ability to pick up other software and applications quickly;
- Ability to work independently and as a team player;
- Ability to be proactive and solutions-oriented;
- Flexible, can-do attitude;
- Keen sense of judgment and tact;
- Commitment to and interest in being supportive of the work of the Center’s Directors and staff.

**BENEFITS**
- Comprehensive medical, dental and vision insurance coverage
- Life Insurance
- University of California Retirement Plan (defined benefit)
- Disability Insurance
- Legal Insurance
- Generous vacation and sick leave
- Thirteen paid holidays per year
- Pre-tax Retirement Savings Programs
- Flexible Spending Accounts for transportation-related, healthcare and dependent care expenses

**THE HIRING PROCESS**

Failure to provide the information as required on the application form including attaching a cover letter and a resume shall immediately disqualify an applicant from employment consideration.

**Please Note:** **This position has been designated as “sensitive” and requires a pre-employment background check.**

Federal law requires employers to provide reasonable accommodation to qualified individuals with disabilities. Please contact Human Resources if you require a reasonable accommodation to apply for a job. Examples of reasonable accommodation include making a change to the application process, providing documents in an alternate format, using a sign language interpreter, or using specialized equipment.
WHAT TO EXPECT

Applicants who meet the position requirements will be competitively evaluated to identify the individuals whose breadth and depth of experience and education most closely relate to the stated requirements and the needs of the College. Depending on the quality and number of the applications received, only the better qualified applicants may be contacted for an interview. **The position is open until filled.**

*UC Hastings College of the Law is an Equal Opportunity Employer*