UNIVERSITY OF CALIFORNIA
HASTINGS COLLEGE OF THE LAW

As the University of California’s first law school, UC Hastings College of the Law is ABA and WASC accredited and committed to outcomes-based education and assessment. It boasts a rich history of achievement in the field of legal education. Established in 1878 and located in San Francisco’s Civic Center district, our vibrant institution provides outstanding instruction for nearly 1,200 students from more than 120 universities and colleges across the country. We also provide an innovative, fun and rewarding work environment for our valued employees. As a member of our team, you will enjoy a dynamic community in which you will interact with staff, faculty and students.

Advanced Administrative Assistant
Faculty Support Department

Classification: Level 2 / Class Code 1660 / Full Time / Non-Exempt / Benefited / Represented
Hiring Salary Range: $43,508 – $61,342 annually (commensurate with qualifications)
Posting Date: December 12, 2014

THE ROLE
Under general supervision of the Faculty Support Administrator, the Advanced Administrative Assistant is responsible for a variety of tasks.

RESPONSIBILITIES
Typical duties include but are not limited to the following:

- Provide administrative support to the faculty including preparation of manuscripts; articles, research projects, examinations, course readers, presentations, reports, mailings, charts, statistical reports, evaluations, transcriptions, note taking and class materials;
- Produce merge documents, complex headers/footers, endnotes, footnotes;
- Produce class schedule cards for posting on faculty office bulletin boards;
- Produce classroom seating charts utilizing SeatGen;
- Provide assistance to the faculty committees;
- Provide assistance with faculty fiscal related matters; Professional Faculty Development Accounts (PFDAs) travel expense reimbursement forms, check requests, travel arrangements, etc. Utilize CONCUR, PayIt!
- Coordinate and host conferences and special events with faculty;
- Provide assistance to faculty with conference telephone calls;
- Provide relief services to College Executive Offices.

REQUIREMENTS

EDUCATION AND EXPERIENCE
- High School graduate with 7-10 years of administrative experience;
- Requires a high degree of individual initiative, discretion, diplomacy and mature judgment;
- Must possess the ability to quickly learn new programs and systems;
- Must be able to multitask and be an excellent problem solver;
- Must be a self-starter with demonstrated dependability and must also work well as a team member.

KNOWLEDGE, SKILLS & ABILITIES.
- PC and MAC experience and knowledge preferred. Intermediate to advanced skills in MS Office Suite (Word, Excel, PowerPoint, Outlook and Office 365 Sharepoint), WordPerfect X5 and Adobe Acrobat;
The ability to learn and utilize OneDrive, (formerly SkyDrive), SpringCM for document management and CONCUR for faculty fiscal related documents as well as other new programs offered by the College;
- Must be able to type 65-80 wpm;
- Intermediate to advanced skills and knowledge of the input, retrieval and display of data;
- Ability to learn in-house databases such as the Datatel system and WebAdvisor;
- Ability to learn OSCAR (On-Line System for Clerkship Application and Review), Federal Courts, to upload Student Clerkship Letters of Recommendation. Must keep abreast of the latest OSCAR updates and changes to the system; utilize templates, students’ pending list of recommenders and uploading of letters. Update the log-in form system, Summary of Clerkship Letters internal spreadsheet form for tracking the number of letters, date received addresses from students and actual number of letters from faculty;
- Blackboard, print out and/or e-mail class rosters to faculty, posting of course materials, first class assignments and syllabus to site;
- Confidential Professor & Course Evaluations utilizing Kaleidoscope (Kscope) portal;
- Westlaw and Lexis;
- Must be able to learn and operate Xerox WorkCentre, photocopying, e-mail and fax features;
- Must be able to operate transcription equipment;
- Must have excellent oral and written communication skills, including grammar, spelling and punctuation;
- Familiarity with legal terminology is desirable;
- Must be energetic, articulate and detail-oriented with excellent organizational skills and can thrive in a fast-paced environment;
- Must be able to safely lift boxes weighing 5-10 lbs. and up to 35-50 lbs. with the use of a hand truck.

**BENEFITS**

- Health, dental and vision care insurance plans
- Life Insurance
- UCRP Retirement Plan
- Disability Insurance
- Legal Insurance
- 3+ weeks of vacation starting the first year for full-time employees
- 8 hours accrued sick leave per qualifying month of service for full-time employees
- Thirteen paid holidays per year
- Credit Union
- Pre-Tax Transport Program

**THE HIRING PROCESS**

To apply, go to:  
http://hrnetlogin.net/uchastings/app/app.cgi?positionsdesiredtext=Advanced%20Admin%20Assistant%20Faculty%20Support%20December2014

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.

*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