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.

**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:** June 12, 2015

**THE ROLE**

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

**RESPONSIBILITIES**

Typical duties and responsibilities consist of, 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 faculty committees;
- Provide assistance with faculty fiscal related matters; Faculty Research Accounts (FRA's) 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, software and systems;
- Must be able to multitask and be an excellent problem solver;
- Must be a friendly self-starter with excellent communication, interpersonal and customer service skills. Demonstrated dependability, both working independently and as part of a team.

**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, PayIt! 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 Astra room reservation system;
• 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, on-line course management software, 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;
• Familiarity with legal terminology is desirable;
• Westlaw and Lexis;
• Must be able to operate transcription equipment;
• Must be able to learn and operate Xerox WorkCentre, photocopying, e-mail and fax features;
• Must have excellent oral and written communication skills, including grammar, spelling and punctuation;
• Proven ability to work effectively both independently and as a team player. Must be energetic, articulate and detail-oriented with excellent organizational skills and can thrive in a fast-paced, very public environment;
• Maintain composure under high stress conditions; ability to be positive and supportive in interactions with Faculty Support Administrator, co-workers, faculty, students, alumni and staff in College Executive Offices and other departments;
• 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**
• 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**
To apply, go to:
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:** A skills assessment will be conducted to determine if the minimum requirements are met.

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*