



# UC HASTINGS

COLLEGE OF THE LAW

EST. 1878

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 modern legal challenges.

## Advanced Administrative Assistant Faculty Support Department

**Classification:** Level 2 / Class Code 1660 / Non-Exempt / Full-Time / Benefited / Represented

**Hiring Salary Range:** \$22.98 – \$23.75 per hour (commensurate with qualifications)

**Posting Date:** October 6, 2017

### THE ROLE

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

This is NOT a remote, telecommute, telework or virtual position. Employees are expected to work on-campus, on-site to provide excellent customer service with a welcoming and friendly demeanor to walk-in students, alumni, faculty and staff.

### RESPONSIBILITIES

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

- Provide administrative assistance to support the faculty. Documents include preparation of manuscripts; articles, research projects, examinations, presentations, reports, mailings, charts, statistical reports, student evaluations, transcriptions, variety of class materials;
- Course Reader production includes pagination, table of contents, fill out copyright forms, coordinate with faculty and the Business Center;
- Produce merge documents, complex headers/footers, endnotes, footnotes;
- Produce class schedule cards for posting on faculty office bulletin boards;
- Produce classroom seating charts with student photographs utilizing SeatGen;
- Provide assistance to faculty committees; including but not limited to the Faculty Appointments Committee (FAC). Handle and maintain highly confidential and sensitive faculty candidate information;
- Support faculty committees with note taking and/or meeting minutes as needed;
- Provide assistance with faculty fiscal related matters; Faculty Research Accounts (FRA's) travel expense reimbursement forms, check requests, travel arrangements, etc. Utilize CONCUR, PayIt!
- Contribute to the development of special projects as required;
- 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 diploma required, Bachelor's degree preferred;
- Minimum of 7-10 years related work experience as an Executive Assistant/Administrative Coordinator having provided a high-level of administrative support with increasing levels of responsibilities;
- Must have experience working with and retaining the confidentiality of documents, personal and professional information;
- Previous work experience preferred supporting a fast paced committee producing correspondence and maintaining EXCEL spreadsheets; high degree of accuracy required;
- 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**

- Advanced experience, knowledge and skills utilizing 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, Business-in-a-Box for document management, CONCUR, PayIt! faculty fiscal related documents, as well as other new software programs offered by the College;
- Must be able to type 65-80 wpm;
- Ability to compile, format data and create reports;
- 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, as back up employee;
- CANVAS, 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 (PACE) utilizing Kaleidoscope (Kscope) portal, as back up employee;
- Familiarity with legal terminology is desirable;
- Utilize Federal Express on-line system for preparation of faculty packages.
- Westlaw and Lexis;
- Media Services recorders check-in and check-out procedures;
- 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; proofread documents;
- Ability to answer inquiries displaying judgment, knowledge and understanding of established organizational structure, policies, procedures, regulations associated with Faculty Support and various departments within the College;
- Team player who is able to work both collaboratively and independently on projects. 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, gracious and supportive in interactions with Faculty Support Administrator, co-workers, faculty, students, alumni and staff in College Executive Offices and other departments;
- Reviews, sorts and distributes incoming faculty mail.

- 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 and Welfare Benefits

- Comprehensive medical, dental and vision insurance coverage
- Flexible Spending Accounts for transportation-related, healthcare and dependent care expenses
- Employee Assistance Program

### For your Financial Future

- Life Insurance
- Disability Insurance
- Legal Insurance
- University of California Retirement Plan (defined benefit)
- Deferred Compensation Plans/Pre-tax Retirement Savings Programs

### For your Work/Life Balance

- Fourteen paid holidays per year
- Generous vacation and sick leave
- Commuter Benefits Program

## THE HIRING PROCESS

To apply, go to:

<http://hrnetlogin.net/uchastings/app/app.cgi?positionsdesiredtext=Advanced%20Admin%20Assistant%20-%20Faculty%20Support%20Oct2017>

**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*