



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 the legal challenges—and leverage the opportunities—of the 21st century.

Assistant Dean of Student Services Academic Dean's Division

Classification: Level 5 / Class Code 6255 / Exempt / Full-Time / Benefited

Hiring Salary Range: \$86,525 - \$121,133 annually (commensurate with qualifications)

Posting Date: March 17, 2017

THE ROLE

Under the general direction of the Academic Dean's Office, the Assistant Dean of Student Services oversees and manages two departments: the Students Services Department and the Student Health Services Department (medical and psychiatric) as well as oversees activities, resources and services including Community Events, Wellness, Student Leadership Development including Student Government and Organizations, Academic Planning, Orientation, and Commencement, among others.

RESPONSIBILITIES

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

- Recommends and implements policies and procedures for the operation of Student Services programs;
- Manages the day-to-day activities of the Student Services Department;
- Manages personnel activities including hiring, termination, evaluation and staff coordination;
- Formulates recommendations for and manages the Student Services state and non-state budgets;
- Designs and implements faculty advising system for students, which may be encompassed within the Inns of Court Program;
- Provides (and oversees/trains others who provide) academic planning advice to students and develops academic planning resources and programs;
- Helps to enforce academic regulations;
- Advises students about bar exam admission requirements, including moral character issues;
- Creates, implements, and tracks engagement with professional readiness programming for students;
- Assists with cross-departmental coordination and communication regarding student programming;
- Conducts student outreach and interacts with students as individuals, and as members of various student organizations, including the leadership of the Associated Students, University of California - Hastings, which is the College's student government association;

- Registers, advises, and otherwise assists over 50 student organizations and develops and provides leadership training for student leaders;
- Oversees and implements new student orientation (both for incoming 1Ls and for transfer students including onboarding communication for new students prior to Orientation), commencement, study snacks and other exam support efforts, student wellness programming, bar lunch program, community tutoring program, student lounge staffing, hiring instructors for yoga and other wellness programming, and the production of the student handbook, and handbook for student organizations;
- Counsels individual students regarding a wide variety of issues;
- Administers specific support for students who are parents including the childcare rebate program and priority registration;
- Works as a member of the team that supports students experiencing difficulties;
- Receives, investigates and monitors student grievances;
- Plans various student activities and events to develop a sense of community;
- Collects and assists with the analysis of student satisfaction/experience survey data and assists with the development and implementation of responsive changes;
- Initiates program changes and new programs to respond to student needs;
- Works collaboratively with other departments to streamline Student Services and other College operations.

REQUIREMENTS

EDUCATION AND EXPERIENCE

- J.D. degree from an ABA-accredited law school, CA or NY bar exam passer (admission to practice preferred); and
- At least five years progressively responsible experience in the supervision/administration of personnel in student facing programs in a higher education environment, preferably a law school; or
- Any equivalent combination of education and related work experience resulting in the possession of the required skills, knowledge and abilities to successfully perform the job.

KNOWLEDGE, SKILLS & ABILITIES.

- Knowledge of Bar admission requirements, law school academic programs, advising/counseling techniques and principles and practices of higher education student personnel administration;
- Knowledge of personnel and budget administration and higher education management;
- Ability to manage the operations of various complex student services programs;
- Effectively utilize computer and related technology for various informational and operational purposes;
- Analyze complex situations and propose appropriate policies or actions;
- Communicate effectively orally and in writing;
- Interact courteously and effectively with students, faculty, staff and external constituencies, with a strong customer service orientation;
- Advise students about academic, professional development, and other issues;
- Analyze academic regulations;
- Be proactive, creative, and solution-oriented;
- Demonstrate strong project management skills;
- Work well with a diverse student population and across departments, as a member of a team to advance student success;
- Maintain confidentiality and security of student records, in compliance with laws including FERPA;
- Undertake basic data compilation and analysis;
- Demonstrate strong organizational skills;
- Must be detail-oriented, but efficient and able to prioritize.

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:

<http://hrnetlogin.net/uchastings/app/app.cgi?positionsdesiredtext=Assistant%20Dean%20Student%20Services%20-%20AD%20Mar2017>

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