



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.

Assistant Dean of Students Academic Dean's Division

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

Hiring Salary Range: \$115,000 - \$129,000 annually (commensurate with qualifications)

Posting Date: December 22, 2017

THE ROLE

Under the general direction of the Academic Dean's Office, the Assistant Dean of Students oversees and manages two departments: Students Services and Student Health Services (medical and psychiatric). This position also plays a critical role in helping create an environment where students can be engaged and thrive by representing both College and student needs. In pursuit of this goal, the Assistant Dean of Students oversees a wide variety of activities, resources, and services, including community events, wellness programming, student organizations, student leadership development, academic planning, orientation, and commencement, among others.

The Assistant Dean currently reports to the Associate Academic Dean, a faculty position, whose responsibility includes most student affairs at the College. The College is considering whether to vest authority for student affairs in a professional staff position. The ideal candidate for the Assistant Dean of Students position would be an applicant prepared to assume a larger role in the near future.

RESPONSIBILITIES

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

- Manages the day-to-day activities of Student Services, including hiring, termination, evaluation, and staff coordination;
- Formulates recommendations for and manages the Student Services state and non-state budgets;
- Recommends and implements policies and procedures for the operation of Student Services programs;
- Works collaboratively with students, other departments, and College leadership to streamline student related College policies and procedures, and recommends new ones as appropriate;
- Counsels individual students regarding a wide variety of areas, including moral character and other bar admission issues, and academic planning;
- Receives, investigates and monitors student grievances and complaints;
- Participates in the creation and assessment of professional readiness programming for students, including Inns of Court;
- Assists with cross-departmental coordination and communication regarding student programming and scheduling;

- Coordinates with Enrollment Management, Records, and other departments to effectively onboard incoming 1L students and transfer students;
- Conducts student outreach and interacts with students as individuals, and as members of various student organizations, including student government;
- Works as a member of the team that supports students experiencing difficulties;
- 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.

Responsible for overseeing the performance of the following:

- Student Health Services Manager;
- Large- and small-scale events, including new student orientation (both for incoming 1Ls and for transfer students), commencement, study snacks and other exam support efforts, student wellness programming, bar lunch program, and community tutoring program;
- Various student activities and events to develop a sense of community;
- Academic planning resources and programs;
- Production of materials, including the student handbook, handbook for student organizations, and the graduation guidebook;
- Faculty advising for students, including evaluating effectiveness and level of engagement;
- Registration and supervision of over 60 student organizations, including leadership training for student leaders;
- Support for students who are parents, such as the childcare rebate program, and works with directly with parents regarding priority registration;
- Student employment for Student Services.

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.

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

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=Assistant%20Dean%20Students%20-%20AD%20Dec2017>

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.

Note: Do not close the web browser/tab until you have completed the application and selected the submit button at the end. Otherwise, your application will not be saved and you will need to restart the process.

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. UC Hastings strives to provide a diverse and inclusive educational environment that fosters cultural awareness, mutual understanding and respect. UC Hastings College of the Law is interested in candidates who will contribute to diversity and equal opportunity in higher education through their teaching. Qualified women and members of underrepresented minority groups are strongly encouraged to apply.