



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.

Associate Director for Academic Advising and Programming Student Services Office

Classification: Level 3 / Class Code 1717 / Exempt / Full-Time / Benefited

Hiring Salary Range: \$70,000 - \$80,000 annually (commensurate with qualifications)

Posting Date: November 17, 2017

THE ROLE

Under the direction and reporting to the Assistant Dean of Student Services, the Associate Director for Academic Advising and Programming takes a leadership role in developing and implementing academic advising materials and programs; conducting one-on-one academic advising/planning meetings; assessing and responding to student needs based on formal and informal outreach and surveys, and working to implement institutional change in response. The office works as a team to support student life at UC Hastings.

RESPONSIBILITIES

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

- Coordinate academic advising among sources of advising, including faculty and departments, and by maintaining a one-stop advising page;
- Provide individualized guidance to students regarding academic advising, state bar admissions requirements (particularly CA and NY), and other issues as needed;
- Lead and improve faculty advising program for 1L students, e.g., creating materials or conducting trainings to help support faculty in advising the students, or otherwise coordinating faculty advising;
- Draft academic advising materials for students including an Academic Advising Handbook and update and revise the Student Handbook;
- Lead and improve student wellness programs and study support programs during exams;
- Plan and run portions of complex, highly visible, student events such as Orientation, Commencement, the bar lunch program, and relevant Inns of Court or other professional development programming;
- Collect, and coordinate the collection of, student satisfaction/experience survey data (including but not limited to LSSSE); work with Assessment & Institutional Research Analyst and others, as appropriate, to analyze student satisfaction/experience data; share data meaningfully with all the relevant departments; and assist with the development and implementation of responsive changes;
- Assist with coordination between Student Services efforts and efforts of other College departments, including Academic Success, Bar Support, the Career Development Office,

DRP, LEOP, Records, Financial Aid, the College Events Center, and Information Technology;

- Assist in re-organizing and re-structuring the content of webpages to improve presentation of departmental services to students;
- Some evening and weekend work required on occasion; other duties, as directed by the Assistant Dean of Student Services.

REQUIREMENTS

EDUCATION AND EXPERIENCE

- JD degree from an accredited law school required;
- California or New York bar passage required; admission to practice preferred (either inactive or active status);
- Experience working with students and/or providing administrative/substantive support for academic programs;
- Familiarity with or ability to quickly learn and explain academic regulations, preferably UC Hastings academic regulations.

KNOWLEDGE, SKILLS & ABILITIES.

- Working knowledge of advising and counseling techniques;
- Working knowledge of leadership/professionalism skills;
- Excellent customer service skills;
- Outstanding organizational and interpersonal communication (oral and written) skills to effectively work with students, faculty, and staff;
- Ability to plan and carry out events;
- Proficiency with data compilation and analysis;
- Ability to handle frequent interruptions and still meet multiple deadlines;
- Ability to work independently and as part of a team;
- Ability to be proactive, creative, and solution-oriented to solve problems;
- Strong project management skills;
- Strong social perceptiveness skills to be aware of others' reactions and understand why they reacted in a particular way;
- Ability to work well in a diverse student population;
- Ability to maintain confidentiality and security of student records and comply with various laws including but not limited to FERPA and UC Hastings privacy rules;
- Commitment to student success;
- Strong administrative support skills.

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=Assoc%20Dir%20Acad%20Advising%20-%20Student%20Services%20Nov2017>

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.