



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.

SENIOR STAFF ATTORNEY OR STAFF ATTORNEY CENTER FOR GENDER AND REFUGEE STUDIES

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

Hiring Salary Range: Commensurate with qualifications.

Posting Date: March 28, 2018

CENTER FOR GENDER AND REFUGEE STUDIES

The Center for Gender and Refugee Studies (CGRS), based at the University of California Hastings College of the Law, one of the nation's leading refugee research and advocacy organizations, works to advance the human rights of women, children, LGBT, and other refugees who flee persecution, both in the United States and internationally. We provide nationally recognized expert consultation, including trainings, resource development, and legal advice, in thousands of asylum cases each year, many of which result in grants of protection. CGRS also shapes asylum law through involvement in key cases with potential to set precedent, and ensures government accountability through groundbreaking and original research that analyzes adjudication trends. We improve conditions on the ground to prevent refugee flight by presenting the results of international human rights fact-finding, analyzing implementation of existing laws, and collaborating with grassroots movements to advocate for law reform and other justice measures. For more information about CGRS, visit <http://cgrs.uchastings.edu/>.

THE ROLE

CGRS is seeking a highly motivated individual passionate about refugee rights and ready to participate in all CGRS program areas which include our technical assistance and training, policy advocacy, and international human rights work, with an emphasis on contributing to our impact litigation. The Senior Staff Attorney / Staff Attorney will work under the supervision of the CGRS Co-Legal Directors.

RESPONSIBILITIES

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

- Participate in and serve as lead counsel in litigation on high-impact asylum and refugee law issues before the federal courts of appeals, as well as before the Board of Immigration Appeals
- Represent asylum seekers before the immigration courts in impact cases
- Research and write on key legal issues, including analyzing unpublished agency decisions obtained through tracking and monitoring of cases and drafting training materials such as practice advisories
- Respond to attorney requests for technical assistance including by consulting on legal strategy, reviewing and providing feedback on legal documents – for example: briefs, decisions, motions, and asylum applications – and performing legal research
- Conduct trainings, webinars, and other presentations for attorneys and other advocates
- Collaborate with expert witnesses to prepare declarations to support asylum cases
- Participate in implementation of national policy and advocacy strategies

- Conduct international human rights research and advocacy
- Create content for the CGRS website and social media and development-related purposes
- Assist in supervision of junior staff attorneys and other legal program staff
- Participate in other projects and duties on an as-needed basis

REQUIREMENTS

EDUCATION AND EXPERIENCE

- A J.D. degree and admission to practice in at least one U.S. jurisdiction required
- Minimum eight (8) years' post-law school legal experience in the United States is required for the Senior Staff Attorney position; and minimum (3) years' experience for the Staff Attorney position. Although our preference is for this experience to be in the area of immigration and asylum law, we are willing to consider the right candidate with fewer years of experience in this subject area and a corresponding number of years in more general federal appellate practice.
- Substantial research and writing experience at the federal appellate level.

KNOWLEDGE, SKILLS & ABILITIES

- A strong commitment to CGRS's mission
- Demonstrated ability to conduct and oversee complex, thorough, and meticulous legal research
- Excellent legal writing skills and the ability to be lead drafter of legal filings, and in particular appellate briefs, that are clear, structured, articulate and persuasive
- Excellent oral communication and inter-personal skills
- Ability to set goals and meet them, while working under pressure with ease
- Proficiency in all Microsoft Office programs
- Strong attention to detail, excellent organizational, administrative skills
- Ability to take initiative, prioritize with minimal supervision and work independently, (a self-starter), as well as being able to function as a member of a team
- Enthusiasm to learn and grow in both demanding and close-knit staff environment
- Willingness to travel
- Experience managing junior attorneys or fellows a plus
- Fluency in Spanish (written and oral) a plus

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=Sr%20Staff%20Attorney%20-%20CGRS%20Mar2018>

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.

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