



# 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.

## EXECUTIVE ASSISTANT

### Office of the Provost & Academic Dean

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

**Hiring Salary Range:** \$46,622 - \$65,733 (commensurate with qualifications)

**Posting Date:** November 10, 2016

### THE ROLE

Under the direction and supervision of the Manager, Faculty Support Services, and designated as a confidential position, the Executive Assistant is primarily responsible for managing the office of the Associate Academic Dean, as well as providing administrative, coordination and project management for the Provost & Academic Dean's office.

### RESPONSIBILITIES

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

#### Executive Support

- Provides a wide range of administrative support for the Associate Academic Dean, the Provost & Academic Dean and the Manager, Faculty Support Services;
- Organizes and maintains the Associate Academic Dean's schedule and calendar;
- Assists the Associate Academic Dean with student matters such as student advising, academic counseling and confidential matters;
- Supports the Associate Academic Dean in his/her college-wide administrative responsibilities;
- Coordinates extensive scheduling and multiple calendars with various departments and direct reports;
- Assists with calendaring and scheduling for the Provost & Academic Dean;
- Maintains general office policies and procedures, including document management on shared network;
- Assists with budgetary responsibilities;
- Prepares correspondence, presentations, reports, surveys, and other materials;
- Coordinates travel arrangements;
- Maintains knowledge of College policies and procedures;
- Other related duties and responsibilities that may be assigned;

#### Administrative & Project Management

- Provides oversight for the student fellowships, scholarships, special awards and writing competitions and programs;

- Coordinates committee meetings, and teleconferences;
- Organizes special events associated with student scholarships and fellowships;
- Coordinates the student employment program and work authorizations for research assistants;
- Processes and assists with faculty teaching contracts and appointments;
- Manages the MCLE certification program for adjunct faculty;
- Coordinates new faculty orientation;
- Assists with financial and budget processes including credit card expenses, check requests and travel reimbursements;
- Other related duties and responsibilities that may be assigned;

### **Front Office Coordination**

- Greets and assists students, faculty, staff, alumni and a diverse external population, in person and by telephone, in a courteous, calm, professional, and friendly manner;
- Answers inquiries displaying judgment, knowledge and understating of established policies, procedures and regulations associated with the Provost & Academic Dean's Office;
- Answers and screens incoming calls, provides information or routes caller to the appropriate personnel;
- Maintains office to include space, mail, equipment and ordering and tracking supplies;
- Maintains and update webpages and other social media platforms;
- Coordinates faculty office space planning to include internal moves and coordination with IT and Facilities;
- Other related duties and responsibilities that may be assigned.

## **REQUIREMENTS**

### **EDUCATION AND EXPERIENCE**

- Bachelor's degree preferred;
- Minimum of five years of related work experience as an Executive Assistant/ Administrative Coordinator or Advanced Administrative/Operations Assistant with increasing levels of responsibilities;
- Must have experience working with and retaining the confidentiality of documents, personal and professional information.

### **KNOWLEDGE, SKILLS & ABILITIES.**

- Excellent administrative and office support skills;
- Must be able to communicate effectively both orally and in writing, and represent the office in a highly professional, pleasant and efficient manner;
- Excellent customer service and interpersonal communication skills;
- High attention to detail and accuracy;
- Superior organizational and time management skills;
- Highly efficient, able to track multiple projects with limited supervision;
- Ability to compile, format data and create reports;
- Demonstrated ability to work independently and complete work with limited supervision;
- Must be able to effectively execute numerous projects in a fast-paced work environment;
- Ability to interact diplomatically with all levels of organization;
- A positive, gracious, can-do attitude, and ability to remain focused and calm in the midst of changing priorities and deadlines;
- Able to deal with frequent interruptions and work effectively in an open office environment;
- Must have a strong aptitude for learning new skills quickly and in depth;
- Proficiency in Microsoft Word, Excel, PowerPoint, Adobe Acrobat, data entry and online applications;
- Experience with employment agreements;

- Experience with Concur, Salesforce, Cascade, Canvas, Qualtrics, Publisher and/or Box a plus;
- Experience with space planning and facilities coordination.

## 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=Executive%20Assistant%20-%20AD%20Office%20Nov2016>

**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*