



# 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.

## Program Associate Institute for Innovation Law

**Classification:** Level 2 / Class Code 1215 / Non-Exempt / Full-Time / Benefited / Represented

**Hiring Pay Range:** \$22.98 Hourly (Commensurate with qualifications)

**Posting Date:** March 23, 2018

### THE ROLE

The Institute for Innovation Law at the University of California Hastings College of Law is seeking a full-time Program Associate. The Institute oversees the Startup Legal Garage and the Privacy & Technology Project at UC Hastings College of the Law in San Francisco. The Program Associate will have a multifunction role to support the Institute's activities. The Program Associate's responsibilities will consist of providing administrative support to the Institute's Director; serving as the Institute's office manager; supporting the classroom, research, and government interaction work of the Institute; leading various program initiatives; and supporting events and activities hosted by the Institute. Under the supervision of the Director of the Institute for Innovation Law, the Program Associate is responsible for a variety of tasks.

### RESPONSIBILITIES

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

- Help foster media relations for the Institute. This includes organizing media contacts, sending out press releases, and coordinating interviews with the press;
- Manage the Institute's programming and events calendar, and manage the calendar and scheduling for the Director;
- Assist with government interactions and creation of materials for testimony and commentary requested by Congress, state legislators, state and federal agencies, and their staff members;
- Provide administrative support to the Director of the Institute, including preparation of manuscripts, articles, research projects, examinations, presentations, reports, mailings, charts, statistical reports, evaluations and transcripts, and taking notes;
- Produce merge documents, headers/footers, endnotes and footnotes, print class rosters, make photocopies, make travel arrangements;
- Support Institute programming;
- Manage the Institute's faculty and staff fiscal-related matters: faculty and staff professional development accounts, travel expense reimbursement forms, check requests, travel arrangements, etc.;
- Coordinate special events with faculty;

## REQUIREMENTS

### EDUCATION AND EXPERIENCE

- BA or BS degree, with 0-2 years of administrative experience.
- Degree major related to the work of the Institute; acceptable majors include economics, statistics, pre-law, government, or majors related to technology and innovation industries (such as computer science);
- Up-to-date college-level coursework in subjects such as economics and statistics, to ensure ability to handle the Institute's modern statistical analyses.
- Experience with event support and planning, as well as social media tools;
- A high degree of individual initiative, discretion, diplomacy, and mature judgment;
- A self-starter with demonstrated dependability and works well as a team member.

### KNOWLEDGE, SKILLS & ABILITIES

- PC and MAC experience and knowledge preferred. Intermediate to advanced skills in MS Office Suite (Word, Excel, PowerPoint, and Outlook), Adobe Acrobat, and various Social Media tools;
- Intermediate to advanced skills and knowledge of the input, retrieval and display of data;
- Ability to operate copy machine, fax, optical scanner and printers;
- Excellent oral and written communication skills, including grammar, spelling and punctuation;
- Energetic, articulate and highly detail-oriented with excellent organizational skills and ability to thrive in a fast-paced environment;
- Ability to safely lift boxes weighing 5-10lbs. and up to 35-50 lbs. with the use of a hand truck;
- Ability to work in an open, cooperative workspace..

## 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=Program%20Associate%20-%20Innovation%20Law%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.**

**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*