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, interdisciplin ary, 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 Assistant (Part-time)**

**Global Programs**

**Classification:** Level 1 / Class Code 1635 / Part-Time / Non-Exempt / Represented  
**Hiring Salary Range:** $20 - $25 per hour (commensurate with qualifications)  
**Posting Date:** June 5, 2015

**THE ROLE**

Under the supervision of the Associate Dean of Global Programs, the Program Assistant supports the Global Programs Office in its day-to-day operations and works closely with the staff of the Graduate Division to support various programs within the College, including the LLM program, the exchange programs, the visiting scholars program and other activities related to international programs. This part-time appointment is 12-15 hours per week.

**RESPONSIBILITIES**

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

- Assists the Associate Dean of Global Programs with program administration and day-to-day clerical support;
- Assists the Associate Dean of Global Programs with administrative coordination of the JD Study Abroad, Visiting Scholar, Foreign Exchange activities, and other matters taken on by the office;
- Prepares and distributes correspondence and program materials;
- Answers general questions about programs and responds to email, telephone and in-person inquiries;
- Processes program applications; updates student records;
- Assists with scheduling and planning a variety of international events, symposia and visits;
- Assists with social media outreach including maintaining and updating Facebook page e-newsletters, etc;
- Maintains and updates Global Programs website;
- Monitors websites involving selected academic programs and assists with program-related research as directed;
- Creates and maintains files and data bases;
- Tracks and assembles program data, maintains databases and prepares spreadsheets;
- Prepares reimbursement and check request forms, deposits; tracks payment of invoices;
- Assists with the creation and administration of new programs;
- Assists with special projects and completes other duties as assigned.

**REQUIREMENTS**
EDUCATION AND EXPERIENCE
- Bachelor’s Degree or equivalent experience;
- Experience working or studying abroad, strongly preferred;
- Experience in event planning, preferred;
- Experience working with ESL/EFL students or programs, a plus;
- Administrative work experience in a legal or academic environment, a plus;
- Demonstrated experience working with diverse cultural and linguistic communities; experience working with international students, a plus.

KNOWLEDGE, SKILLS & ABILITIES.
- Excellent judgment in handling confidential matters and information, discretion, and diplomacy;
- Experience and skill in graphic design;
- Strong written and oral communication skills;
- Strong Microsoft Office skills including Excel and PowerPoint;
- Knowledge of or ability to learn basic web editing, Photoshop and inDesign;
- High level of skill utilizing social media, preferably for professional outreach;
- Strong organizational and communication skills, including cross-cultural communication;
- Excellent customer service skills;
- Cultural sensitivity and desire to help students;
- Ability to work with minimal supervision but to seek guidance when appropriate;
- Ability to work well within a team and with other groups/departments within the College;
- Ability to juggle multiple tasks and deadlines, take initiative, and work independently and as a team member; demonstrated dependability;
- Ability to interact professionally with faculty, staff, students and the public;
- Strong ability to manage time and organize details and projects efficiently and effectively in fast-paced office environment;
- Excellent attention to detail;
- Knowledge of a foreign language, a plus;
- Good sense of humor, a plus.

BENEFITS
- Subject to benefits in accordance with University health and welfare and retirement benefits in accordance with the benefits eligibility requirements of the University of California Employee Benefits Program and Retirement System regulations.

THE HIRING PROCESS
To apply, go to:

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. A skills assessment will be conducted to determine if the minimum requirements are met. 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