



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 COORDINATOR & OFFICE MANAGER CENTER FOR GENDER AND REFUGEE STUDIES

Classification: Level 1 / Class Code 1615 / Non-Exempt / Full-Time / Benefited / Represented

Hiring Salary Range: \$35,403 - \$50,000 (commensurate with qualifications)

Posting Date: October 30, 2015

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 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 hundreds 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

Under the supervision of the Deputy Director and the general direction of the Director, the Program Associate has the primary responsibility for implementing many aspects of CGRS's program, and ensuring the smooth functioning of the office. **This is a one year temporary contract appointment.**

RESPONSIBILITIES

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

- Review and evaluate confidential asylum case information provided by attorneys seeking CGRS assistance; determine and disseminate relevant litigation resources such as country-condition evidence, expert affidavits, and model briefs; and refer, when appropriate, to CGRS staff attorneys for in-depth technical assistance.
- Perform paralegal duties for CGRS staff attorneys litigating high impact, precedent-setting asylum cases nation-wide.
- Oversee and maintain on-going data collection in CGRS's one-of-a-kind database of asylum cases from around the country tracking outcomes from all levels of immigration adjudication for the purpose of analyzing decision-making trends that inform litigation and

policy priorities; troubleshoot database issues; and work directly with Drupal developer for any necessary updates and additions to the database.

- Recruit and supervise volunteers researching human rights conditions in the countries of origins of women, children, and LGBT individuals fleeing persecution; including periodic check-ins, evaluations, and feedback on written work.
- Maintain organization's accounting and budgeting systems, including handling sensitive financial information such as salaries as well as a range of information regarding major donors; liaising with contractors; and reconciling expenses.
- Work with the Development & Communications Director on communications plan and execution, and create content for CGRS website and social media.
- Produce financial documents for foundation proposals and reports; assist with annual fundraising appeal; track CGRS training and media activity; maintain contact lists for newsletter distribution; and moderate listserv.
- Create, oversee, and execute office systems.
- Recruit and supervise part-time administrative staff and undergraduate interns, including daily supervision, periodic check-ins, and evaluations.
- Assist in the recruitment and orientation of all new staff, consultants, interns, and volunteers.
- In coordination with the Director and Deputy Director, liaise with UC Hastings departments.
- Provide administrative support for the Director as needed and support for the Refugee and Human Rights Clinic, including entry of confidential information regarding students such as grades.
- Other responsibilities as needed.

REQUIREMENTS

EDUCATION AND EXPERIENCE

- Bachelor's degree required.
- Experience in a legal office and office management experience preferred.

KNOWLEDGE, SKILLS & ABILITIES.

- A strong commitment to CGRS's mission and interest in women's and refugee rights.
- Excellent written, oral, and interpersonal communication skills.
- Must be tech-savvy and have strong working knowledge and experience with Microsoft Office (Word, Excel, and PowerPoint) and wide range of web and database software.
- Strong attention to detail, organizational skills, and ability to multi-task in a busy office environment.
- 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.
- Creative, "outside the box" thinking.
- Enthusiasm to learn and grow in both demanding and close-knit staff environment.
- Comfort with organizational budgets and/or financial administration.
- Trustworthy with sensitive and/or confidential personnel, financial, and case information.
- Fluency in Spanish a plus.

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=Program%20Coord%20Office%20Manager%20-%20CGRS%20Oct2015>

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