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 Manager of Startup Legal Garage
Institute for Innovation Law

Classification: Level 3 / Class Code 1750 / Exempt / Full-Time / Benefited
Hiring Salary Range: $70,000 annually (commensurate with qualifications)
Posting Date: August 14, 2015

THE ROLE
The Program Manager work will include but are not limited to supporting the activities of the Startup Legal Garage under the direction of the Program Director. The Program Manager will provide support of the Startup Legal Garage’s general activities and initiatives as necessary. This is a temporary contract ending June 30, 2016.

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

- Onboarding startup clients at the beginning of the semester and continuing communications and outreach during the semester;
- Helping to develop and manage the community outreach initiative;
- Helping to develop and manage the law firm partner outreach initiative;
- Coordinating the operation of the Startup Legal Garage programmatic activities with the classroom, law firm partners, and clients;
- Helping with filings and requirements for potential and current funders;
- Conducting research on a variety of topical legal matters for the Startup Legal Garage.

REQUIREMENTS
EDUCATION AND EXPERIENCE
- JD degree, MBA or other advanced degree related to innovation industries;
- Experience in project management and in working with the startup community.

KNOWLEDGE, SKILLS & ABILITIES.
- Must have ability to communicate effectively both orally and in writing.

BENEFITS
- Health (Medical, excludes dental and vision care) insurance plans – Mid-Level benefits
- DC Plan – Safe Harbor Retirement Plan
- Generous vacation and sick leave
- Thirteen paid holidays per year
THE HIRING PROCESS
To apply, go to: http://hrnetlogin.net/uchastings/app/app.cgi?positionsdesiredtext=Program%20Manager%20SLG%20-%20Innovation%20Law%20Aug2015

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