



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.

Research Assistant (Temporary) Center for WorkLife Law

Classification: Level 1/ Class Code 1640/ Non-Exempt/ Represented

Hours: 10-20 hours/week depending on applicants' availability & the project's needs

Hiring Pay Range: (commensurate with qualifications)

Posting Date: February 5, 2018

ABOUT THE CENTER FOR WORKLIFE LAW

The [Center for WorkLife Law](#) (WLL), housed at the University of California, Hastings College of the Law, is one of the nation's leading nonprofit research organizations devoted to advancing gender and racial equality in the workplace and in education. WorkLife Law's current initiatives include:

- Social science research on bias in the legal profession, STEM, and other industries;
- [Bias Interrupters](#), an innovative metrics-based approach to workplace diversity;
- Research on how gender bias differs by race;
- A path-breaking [study on fair work schedules for hourly workers](#); and
- Programs and best practices for advancing women in the workplace ([Women's Leadership Edge](#) and [Hastings Leadership Academy for Women](#)).

THE ROLE

The Research Assistant will work under the supervision of the Research Director to collect and catalogue research pertaining to current and past projects of the Center for WorkLife Law. The research assistant will compile citations, articles, and information to develop WLL's database of research. Substantive areas include employment discrimination, labor law, gender and racial bias, and work/family balance.

This is a temporary 3-6 month appointment.

RESPONSIBILITIES

Typical duties and responsibilities:

- Maintain a master database where articles are stored for researchers
- Create an organization system for research articles
- Categorize research according to subject

- Identify and correct any incorrect or missing information in the database
- Obtain research articles that have been identified as relevant
- Collaborate with WLL researchers across projects to address research storage needs

REQUIREMENTS

EDUCATION AND EXPERIENCE

- Bachelor's degree in progress or completed, particularly in a field of study relevant to the research being conducted such as political science, social work, sociology, psychology, business etc.
- A minimum of two years of relevant research or work experience preferred.

KNOWLEDGE, SKILLS & ABILITIES

- Strong verbal and written communication skills
- Excellent organizational skills and attention to detail
- Ability to work independently and as part of a team
- Experience reading academic material and keeping accurate and detailed records and notes
- Excellent interpersonal skills
- Willingness and desire to support the work of others
- A commitment to WLL's values and its philosophy of principled pragmatism in defense of women's advancement and work-life balance for both men and women

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, send your resume, cover letter, and two references to Rachel Korn at kornrachel@uchastings.edu.

Failure to provide the information as required, 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.