



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 modern legal challenges.

Part-Time Senior Administrative Assistant UCSF/UC Hastings Consortium on Law, Science & Health Policy

Classification: Level 1 / Class Code 1635 / Non-Exempt / 50% Part-Time / Benefited / Represented

Hiring Salary Range: \$17.89 – \$22.73 per hour (commensurate with qualifications)

Posting Date: October 20, 2017

THE ROLE

The Senior Administrative Assistant provides a broad range of administrative and project-based support to the UCSF/UC Hastings Consortium on Law, Science & Health Policy. The successful candidate will be a warm, friendly, and people-oriented self-starter with excellent communication, interpersonal, and customer service skills; be punctual; have a desire to learn; and have the ability to prioritize assignments and produce output effectively and efficiently. The Senior Administrative Assistant should be comfortable working in a fast-paced environment--both independently and as part of a team--and have the organizational skills and judgment necessary to establish priorities and meet multiple deadlines while managing communications, greeting visitors, maintaining schedules, and providing project-based support as needed. The Senior Administrative Assistant is supervised by the Executive Director of the Consortium and the UC Hastings Faculty Director of the Consortium. In addition, the Senior Administrative Assistant is expected to work collaboratively and effectively with Consortium fellows, research assistants, and affiliated faculty.

RESPONSIBILITIES

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

- Scheduling meetings and coordinating calendars of core Consortium staff and faculty, utilizing Microsoft Outlook;
- Preparing meeting materials and taking notes;
- Reserving rooms and coordinating with Facilities and Media Services as needed;
- Maintaining the office, including ordering and stocking office supplies;
- Assisting with general internal organization, including organizing and maintaining online records and databases, primarily using Box;
- Prepare, edit, and distribute correspondences and program materials, primarily using MailChimp and Microsoft Outlook;
- Assist with preparing reimbursement and check request forms, and related tasks;
- Maintain knowledge of College and Consortium policies and procedures;
- Miscellaneous administrative duties as necessary to assist with the smooth functioning of the Consortium and its numerous programs; and other duties as assigned.

REQUIREMENTS

EDUCATION AND EXPERIENCE

- Associate's Degree required, Bachelor's Degree preferred;
- Minimum two years of administrative work experience with administrative/clerical tasks with increasing responsibility required, preferably in a legal or academic environment; or equivalent experience that will result in the successful performance of the foregoing responsibilities;
- Requires a high degree of individual initiative, discretion, diplomacy and mature judgment;
- Must be a self-starter with demonstrated dependability and must also work well as a team member.

KNOWLEDGE, SKILLS & ABILITIES

- Excellent verbal and writing skills, with high attention to detail, accuracy, and presentation quality;
- Excellent administrative and office support skills; ability to move and learn quickly in a fast-paced environment and meet multiple deadlines effectively with good judgment with respect to project prioritization and time management; must be punctual;
- Excellent customer service and interpersonal communication skills; professionalism and collaborative spirit in working across departments and with Consortium faculty, students, and staff; ability to be positive and supportive in interactions with others;
- Proven ability to work effectively both independently and as a team player;
- Proficiency with Microsoft Office Suite of Excel, Word, and PowerPoint; familiarity with social media tools; comfort with using or learning a variety of online tools such as Box, Doodle Polls, MailChimp, and Ad Astra;
- Ability to be proactive, creative, and solution/results-oriented;
- Ability to execute physical activities required to perform essential job functions, including, but not limited to, regularly sitting at desk and using a keyboard, regularly reading both print and digital material, lifting at least 20 lbs, standing on feet or being mobile for extended periods.

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=Senior%20Admin%20Assistant%20-%20Consortium%20Oct2017>

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.

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