



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.

Senior Program Manager LexLab

Classification: Level 4 / Class Code 6111 / Exempt / Full-Time or Part-Time / Benefited

Hiring Salary Range: (commensurate with qualifications)

Posting Date: August 18, 2017

THE ROLE

UC Hastings is creating LexLab to provide students with opportunities to network with the startup community in San Francisco, to acquire entrepreneurial, design, and technical skills necessary to envision and implement advancements in legal services, and to promote access to justice via the delivery of more affordable legal services. Vehicles for achieving these aims include the establishment of a legal tech incubator at UC Hastings.

The LexLab Senior Program Manager will be responsible for creatively building this initiative from the ground level, including developing and administering programs, connecting UC Hastings with the Bay Area technology community, connecting law students with legal tech ideas with coders and engineers capable of partnering on their development, hosting speaker series and other events (e.g., hackathons), and coordinating with the Academic Dean's office on additional curricular and non-curricular offerings.

Though our preference is to hire someone to work full-time, we are open to the possibility of a part-time hire.

RESPONSIBILITIES

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

- Drafts program planning documents;
- Connects students and faculty with members of the technology and startup community;
- Creates and manages programming - including academic conferences, continuing legal education programs, speaker series, hackathons, and other non- or co-curricular events - to provide students opportunities to network and to develop legal technology startup skills and experiences;
- Builds, maintains, and manages a legal tech incubator on campus;
- Manages a website, which serves to link members of the UC Hastings and wider community to programming and serves as a clearinghouse for law and technology offerings at UC Hastings;
- Oversees, monitors and reports on financial matters and budget issues;
- Interacts with and coordinates among faculty, staff, students, and members of the legal and startup technology communities;

- Works evenings and weekends upon occasion for programs and competitions;
- Solicits and manages the participation of volunteer judges for competitions and events;
- Drafts reports, letters and memoranda related to program activities;
- Oversees student workers; and
- Builds bridges to and coordinates with other, similar, legal tech programs.

REQUIREMENTS

EDUCATION AND EXPERIENCE

- Bachelor's degree required;
- JD, MBA, or other advanced degree preferred;
- Background in startups and legal tech; and
- Experience working with members of the legal, education, and technology communities.

KNOWLEDGE, SKILLS & ABILITIES.

- Entrepreneurial outlook;
- Knowledge of, or basic familiarity with programming languages, program design, Web Services/API's;
- Ability to build consensus and negotiable agreements around complex issues amongst a diverse group of stakeholders;
- Excellent oral and written communication skills;
- Display tact, diplomacy and a willingness to assist students, faculty, administrative staff, and members of the legal community;
- Good teamwork skills;
- Ability to develop, efficiently organize and implement administrative policy and procedures in support of the program;
- Manage budgets, and prepare reports;
- Strong organizational skills for events and fundraising;
- Computer and coding literacy;
- Knowledge of budgeting principles;
- Ability to coordinate and manage a variety of tasks simultaneously;
- Interact effectively and tactfully with support services.

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, please send a resume and cover letter to Academic Dean Morris Ratner, at ratnerm@uchastings.edu.

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