



# 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.

## STAFF ATTORNEY CENTER FOR GENDER AND REFUGEE STUDIES

**Classification:** Level 1 / Class Code 2038 / Exempt / Full-Time / Benefited

**Hiring Salary Range:** (commensurate with qualifications)

**Posting Date:** November 4, 2016

### 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 thousands 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

CGRS is seeking a highly motivated individual passionate about refugee rights and ready to participate in all CGRS program areas, including in our Technical Assistance and Training program as well as our Impact Litigation, Policy Advocacy, and International Human Rights programs. The Staff Attorney will work under the supervision of the CGRS Co-Legal Directors.

### RESPONSIBILITIES

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

- Respond to attorney requests for expert consultation including by consulting on legal strategy, reviewing and providing feedback on legal documents – such as briefs, decisions, motions, and asylum applications;
- Assist with provision of front line consultation to attorneys, including sending template, and tailored materials where necessary, as well as creating and updating templates;
- Develop expert consultation and training materials including, for example, country conditions research and practice advisories;
- Work with expert witnesses to prepare general declarations to support asylum cases;
- Conduct trainings, webinars, and other presentations for attorneys and other advocates;

- Monitor progress of cases that we consult on, track outcomes, and identify trends for advocacy and potential litigation;
- Write periodic reports summarizing relevant BIA and federal court decisions, as well as other agency decisions and outcomes obtained through tracking and monitoring of cases;
- Research and write on key legal issues;
- Participate in the various stages of appellate advocacy;
- Participate in implementation of national policy and advocacy strategies;
- Create content for the CGRS website and social media;
- Engage in international human rights research and advocacy;
- Participate in other projects and duties on an as-needed basis.

## **REQUIREMENTS**

### **EDUCATION AND EXPERIENCE**

- A J.D. degree and admission to practice in at least one U.S. jurisdiction required;
- Minimum two years' experience in asylum and immigration law in the U.S. is required; federal court litigation, policy advocacy, and/or international human rights advocacy experience are a plus.

### **KNOWLEDGE, SKILLS & ABILITIES.**

- A strong commitment to CGRS's mission;
- Demonstrated ability to write in a clear, structured, articulate and persuasive manner;
- Excellent oral communication and inter-personal skills;
- Ability to set goals and meet them, while working under pressure with ease;
- Proficiency in all Microsoft Office programs;
- Strong attention to detail, excellent organizational, administrative skills;
- 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;
- Enthusiasm to learn and grow in both demanding and close-knit staff environment;
- Willingness to travel;
- Fluency in Spanish (written and oral) strongly preferred.

## **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=Staff%20Attorney%20-%20CGRS%20Oct2016>

**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*