



# UNIVERSITY OF CALIFORNIA HASTINGS COLLEGE OF THE LAW

As the University of California's first law school, UC Hastings College of the Law boasts a rich history of achievement in the field of legal education. Established in 1878 and located in San Francisco's Civic Center district, our vibrant institution provides outstanding instruction for nearly 1,200 students from more than 120 universities and colleges across the country. We also provide an innovative, fun and rewarding work environment for our valued employees. As a member of our team, you will enjoy a warm-hearted, deeply committed group of co-workers, a dynamic community of faculty and students, as well an excellent benefits package.

## ADMINISTRATIVE ASSISTANT TO THE ACADEMIC DEAN

### Office of the Academic Dean

Classification: Full Time/Regular/Non-Exempt

Hiring Salary Range: \$42,447 - \$59,846 annually (commensurate with qualifications)

Posting Date: January 18, 2012

### THE ROLE

Under the direction of the Academic Dean and the Manager - Faculty Support Services, the Administrative Assistant is responsible for administrative tasks in support of the Office of the Academic Dean.

### RESPONSIBILITIES

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

- Develop and schedule in excess of 300 courses annually for the JD and Summer School Programs;
- Assist the Curriculum committee in developing and tracking courses;
- Prepare reports, special studies and college surveys for both internal and external use;
- Coordinate and update various academic publications such as the course catalog, academic regulations and faculty rules and procedures;
- Work with the Academic Standards and Faculty Executive Committees to stay apprised of policy changes or revisions;
- Provide administrative support on special academic projects;
- Track faculty sabbaticals and leaves;
- Take meeting minutes;
- Update faculty web bios;
- Track and input information into the adjunct database;
- Assist with processing teaching contracts;
- Back-up reception to include front office coverage, answering telephones, coordinating meetings and calendaring;
- Other duties and responsibilities as assigned.

### REQUIREMENTS

#### EDUCATION AND EXPERIENCE

- Minimum of (3) years of significant responsibility for course scheduling;
- Minimum of (3) years of administrative support in an academic environment.

## KNOWLEDGE, SKILLS & ABILITIES

- Requires the ability to interact with faculty, committees, staff, students and the general public.
- Requires the ability to effectively display verbal, written and excellent interpersonal skills.
- Requires excellent organizational skills, detailed oriented and the ability to manage and track multiple projects, priorities, assignments deadlines and activities.
- Advanced Microsoft Office Suite including Word, Excel, Outlook, PowerPoint and Adobe Acrobat. Knowledge of database programs a plus.

## BENEFITS

- Health, dental and vision care insurance plans
- Life Insurance
- UCRP Retirement Plan
- Disability Insurance
- Legal Insurance
- 3+ weeks of vacation starting the first year for full- time employees
- 8 hours accrued sick leave per qualifying month of service for full-time employees
- Thirteen paid holidays per year
- Credit Union
- Pre-Tax Transport Program

## THE HIRING PROCESS

To apply, go to:

<http://hrnetlogin.net/uchastings/app/app.cgi?positionsdesiredtext=Administrative%20Assistant%20to%20the%20Academic%20Dean%20>

**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.**

**\*\*This position has been designated as “sensitive” and requires a pre-employment background check.**

## 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. **A skills assessment will be conducted to determine if the minimum requirements are met.** 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*