



# 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 1,300 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 as an excellent benefits package.

## ADMINISTRATIVE ASSISTANT Disability Resource Program

Classification: *Part Time* (20 hours per week)/Non Exempt

Hiring Salary Range: \$16,116 - \$22,563 annually (commensurate with qualifications)

Posting Date: August 4, 2011

### THE ROLE

Under supervision, the Administrative Assistant is responsible for a variety of duties and responsibilities in support of the College's Disability Resource Program.

### RESPONSIBILITIES

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

- Answer, screen and route incoming telephone calls including the DAH hotline;
- Greet and assist students, faculty, staff, in person and by telephone, in a courteous, professional, and friendly manner;
- Coordinate and support communications between students, departments and faculty; responsible for responding to e-mails;
- Schedule appointments and meetings;
- Create, maintain and update confidential student and alumni files;
- Proof and edit external communications with students and faculty;
- Update and maintain internal departmental databases; assist department with data compilation and provide reports as requested;
- Make room reservations and assist with coordination of classroom accommodations (ergo chairs, signage, notes, audio access etc.);
- Coordinate scheduling for the provision of on-site examination accommodations;
- Create accessible documents/texts for students;
- Organize and maintain reference library and assistive and adaptive technology for the learning lab;
- Maintain inventory and organize office supplies and exam supplies;
- Prepare a variety of correspondence and departmental forms; create mail merges;
- Assist with photocopying and scanning of documents;
- Receive, sort, and distribute office mail;
- Provide back-up support as needed (ex. proctor a mid-term);
- Update web pages;
- Perform other related duties and responsibilities as assigned.

## REQUIREMENTS

### EDUCATION AND EXPERIENCE

- College degree preferred;
- Related and substantial work experience with increasingly responsible administrative tasks in which there was substantial public contact and service orientation.

### KNOWLEDGE, SKILLS & ABILITIES

- Ability to communicate effectively *both orally and in writing* and represent the office in a pleasant, professional and efficient manner;
- Basic understanding of relational databases; experience with Access a plus;
- Excellent organizational skills;
- Strong attention to detail;
- Demonstrated ability to prioritize in a fast paced and multi-faceted work environment;
- Ability to interact diplomatically with diverse groups;
- Work effectively as a team player;
- Must be able to MAINTAIN CONFIDENTIALITY;
- Must have strong working knowledge and experience with Microsoft Office Suite including Word, Excel, and Outlook.

## BENEFITS

- Health, dental and vision care insurance plans
- Life Insurance
- UCRP Retirement Plan
- Disability Insurance
- Legal Insurance
- Vacation
- Sick leave
- 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%20-%20DRP%20\(Part%20Time\)](http://hrnetlogin.net/uchastings/app/app.cgi?positionsdesiredtext=Administrative%20Assistant%20-%20DRP%20(Part%20Time)) **Failure to provide the information as required 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.**