



# UNIVERSITY OF CALIFORNIA HASTINGS COLLEGE OF THE LAW

## SENIOR ADMINISTRATIVE ASSISTANT OFFICE OF CAREER AND PROFESSIONAL DEVELOPMENT

**Hiring Salary Range: \$32,232 - \$45,126 Annually**

**Full Salary Range: \$32,232 - \$58,020 Annually**

**Commensurate with Qualifications**

**Excellent Fringe Benefit Package**

### POSITION DESCRIPTION

Under the general supervision of the Director of Career Services, the Senior Administrative Secretary provides secretarial, administrative and technical support in a professional setting serving Hastings students and alumni in their pursuit of employment and related matters. Typical duties and responsibilities will consist of but are not necessarily limited to the following: responsible for editing of departmental publications; schedules and coordinates room reservations for active event calendar ; data entry of job listings into online job database and all office-sponsored events on the Careers Services website and on the Hastings online Student Events calendar; processes all invoices and Purchase Orders and tracks expenditures; functions as the main reception for the office, scheduling appointments, taking incoming calls and contacting students and alumni for a variety of reasons to include reminders for scheduled appointments; serves as focal point for disseminating information to students, alumni and employers pertaining to office resources, online databases, job postings, programs, dates and deadlines; designs Powerpoint presentations and crafts weekly posters advertising events and creates flyers, invitations, name tags, updating handouts, etc. Inventories and coordinates all matters related to office supplies; and responsible for the front office library of resources to include the maintenance and updating of the large Career Services collection of career binders and publications. Independently composes routine correspondence. Prepares documents and reports as requested. Performs other related duties and responsibilities as may be assigned.

### POSITION REQUIREMENTS

**Education and Experience:** Completion of high school. Associate Degree required; undergraduate B.A. or B.S. preferred and a minimum of three years of administrative support work experience involving extensive public contact and working with MS Office Suite and database software, preferably in an academic or law related environment or an equivalent combination of education and experience. We are seeking someone who is energetic, articulate and detail-oriented with excellent organization skills who thrives in a fast-paced, very public environment.

**Knowledge, Skills and Abilities:** Outstanding customer skills, including ability to communicate effectively orally and in writing as well as through e-mail; interact tactfully and professionally in busy office setting with staff, students, alumni, employers and other outside agencies and the general public. Plan, organize and prioritize assignments. Strong computer skills, including WordPerfect 6.1, Microsoft Word, Excel, Printshop and other database software and Internet search techniques. Strong multi-tasking and ability to meet constantly changing priorities and regular deadlines. Ability to display creativity in creating appropriate signage and forms as needs. Independently analyze and respond to inquiries. Detail-oriented and precise. Repetitively input data.

## Employee Benefits

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### Retirement

University of California Retirement Plan (UCRP) membership. Employees are fully vested after five years of service credit. A Voluntary Contribution Plan is also available.

### Disability

The College provides basic coverage for non-work related Disability. Employees may purchase additional short and long term disability insurance to supplement this benefit.

### Health Plans

HMOs and a fee for service plan are available with minimum or no cost to eligible employees.

### Legal Insurance

Employees may purchase this insurance which provides covered legal services on a pre-paid basis.

### Dental Plans

Two dental plans are available at no cost to employees.

### Vacation

Full time employees initially accrue a minimum of three weeks of vacation per year. Part time employees accrue on a proportionate basis. Vacation earning rates increase in accord with employment longevity.

### Vision Care

The College paid plan is available for employees and eligible dependents.

### Sick Leave

Full time employees accrue 8 hours per qualifying month service. Part time employees accrue on a proportionate credit at the time of service retirement.

### Life Insurance

The College provides an employer paid term life insurance policy and optional employee paid policies.

### Accidental Death & Dismemberment

Up to \$500,000 in coverage may be purchased by the employees.

### Holidays

College employees receive thirteen paid holidays per year.

### Other Benefits

Worker's Compensation, Unemployment Insurance, Credit Union, Pre-Tax Transport Program etc.

### To Apply

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Download the required Staff Employment Application from our website at <http://www.uchastings.edu/jobforms> or contact the UC Hastings Human Resources Department to obtain the required document.

Mailing Address: UC Hastings College of the Law, Human Resources Department, 200 McAllister Street, San Francisco, CA 94102 Phone: (415) 565-4703 / (415) 565-4810 (fax)

If Applying in Person: 198 McAllister Street, Room 106, San Francisco

**All applicants must complete and submit an official employment application form. Failure to provide complete information as required on the application form shall immediately disqualify an applicant from employment consideration. Please include a cover letter and a detailed resume.**

### Selection Information

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Applicants who meet the position requirements will be competitively evaluated to identify the applicants 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.

**Posting Date: February 8, 2010**

**Filing Deadline: Open Until Filled**

**UNIVERSITY OF CALIFORNIA  
HASTINGS COLLEGE OF THE LAW**  
An Equal Employment Opportunity Employer