As the University of California’s first law school, UC Hastings College of the Law is ABA and WASC accredited and committed to outcomes-based education and assessment. It 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 dynamic community in which you will interact with staff, faculty and students.

**Executive Director of the Institute for Innovation Law**

**Institute for Innovation Law**

**Classification:** Level 4 / Class Code 6111 / 60% Part Time / Exempt / Benefited

**Hiring Salary Range:** $69,227 - $80,000 annually (commensurate with qualifications)

**Posting Date:** November 21, 2014

**THE ROLE**

Executive Director of the Institute for Innovation Law is the number two position for the Institute, reporting to the Director of the Institute, Professor Robin Feldman, with responsibilities for the Institute’s data-driven law-making research and active classroom programs. The Institute’s focus areas include the Startup Legal Garage, the Privacy & Technology Project, and the Law & Bioscience Project. Key job duties include managing the Institute for Innovation Law personnel team and the Institute’s budget; recruiting and interacting with law firms, incubators, and other community partners; working with the development office to write grant proposals and engage in other funding initiatives; overseeing Supreme Court amicus briefs and research projects; and shaping the strategic vision of the Institute. This is a 60% part time position.

**RESPONSIBILITIES**

Typical duties include but are not limited to the following:

- Supervision, performance management and delegation of Institute staff;
- Handles the Institute’s budget;
- Helps to recruits, manage, and interact with the law firms, incubators, and other community partners in the Startup Legal Garage;
- Works with the development office to write grant proposals and engage in alumni and other funding initiatives;
- Overseas Supreme Court amicus briefs and research projects;
- Other duties as assigned.

**REQUIREMENTS**

**EDUCATION AND EXPERIENCE**

- JD or other graduate degree related to the work of the Institute required;
- Active member of the California Bar preferred.

**KNOWLEDGE, SKILLS & ABILITIES.**

- Familiarity with law firm practice is helpful, particularly Silicon Valley or technology law firm practice;
- Familiarity with financial accounting and budgeting information is helpful, as is some experience with educational institutions;
- Must have ability to communicate effectively both orally and in writing;
• Supervisory experience.

**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=Executive%20Director%20Institute%20Innovation%20Law%20November2014

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.**

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*