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 and a dynamic community of faculty and students.

**LIBRARY ASSISTANT IV (Part Time)**

**Law Library**

**Classification:** 1130 / Library Assistant IV / Part Time .50 FTE / Non-Exempt  
**Hiring Salary Range:** $21,754 - $27,000 annually (commensurate with qualifications)  
**Posting Date:** April 19, 2013

**THE ROLE**

Under the supervision of the Associate Dean for Library Services and Educational Effectiveness, the Library Assistant IV is responsible for providing administrative support to the Associate Dean and to working with the Assessment and Institutional Research Analyst in data gathering and analysis.

**RESPONSIBILITIES**

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

Provide administrative support to the Associate Dean:
- Maintain a calendar;
- Assist with email;
- Take notes at meetings;
- Schedule multi-party meetings;
- Assist with filing, both online and print;
- Assist with course preparation;
- Be willing to learn and help with all aspects of law library management;
- Fulfill other administrative support duties for the Associate Dean, as assigned.

Provide support to the Assessment and Institutional Research Analyst:
- Assist in gathering institutional data from the CFO’s office, Academic Dean’s Office, Records, Career Services, Admissions, and Human Resources;
- Assist with annual reporting of data to accreditation bodies (ABA, WASC) and other governmental and organizational reporting (IPEDS, AALS, USNWR, Princeton Review, etc.);
- Create and maintain web pages relevant to accreditation, assessment and program review;

Other data-related duties, as assigned.

**REQUIREMENTS**

**EDUCATION AND EXPERIENCE**

- Bachelor’s degree and proven administrative experience;
- Experience with data collection systems/software a plus;
KNOWLEDGE, SKILLS & ABILITIES

- Beginning to intermediate web publishing skills;
- Requires a high degree of individual initiative, discretion, diplomacy and mature judgment;
- Knowledge of, or willing to learn, information retrieval in a variety of online environments;
- Must have excellent oral and written communication skills, including grammar, spelling and punctuation;
- Must be a self-starter with demonstrated dependability and must also work well as a team member;
- Familiarity with legal terminology and law libraries is desirable;
- Must be energetic, articulate, punctual, reliable and detail-oriented with excellent organizational skills and can thrive in a fast-paced environment.

BENEFITS

- Health, Dental and Vision Care Insurance Plans
- Life Insurance
- UCRP Retirement Plan
- Disability Insurance
- Legal Insurance
- Vacation
- Sick Leave
- Paid Holidays
- Credit Union
- Pre-Tax Transport Program

THE HIRING PROCESS

To apply, go to: http://hrnetlogin.net/uchastings/app/app.cgi?positionsdesiredtext=Library%20Assistant%20IV%20(Part%20Time)%20-%20Law%20Library

Failure to provide the information as required on the application form including attaching a cover letter and a resume may immediately disqualify an applicant from employment consideration.

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