



UC HASTINGS

COLLEGE OF THE LAW

EST. 1878

The University of California Hastings College of the Law was founded in 1878 as the law department of the University of California and was the first law school in California. Over the years, it has built a legacy and reputation of being a preeminent institution comprised of renowned faculty committed to the study of legal theory and research, preparing students for careers in the judicial system, public service, and industry.

The College is redefining legal education through an experiential, interdisciplinary, and international approach to the law. By integrating rigorous academics with hands-on practice, the College is preparing its graduates to tackle the legal challenges—and leverage the opportunities—of the 21st century.

OPERATIONS & SUSTAINABILITY COORDINATOR OPERATIONS

Classification: Level 1 / Class Code 2020 / Full-Time / Non-Exempt / Benefited / Represented

Hiring Salary Range: \$22.89- \$25.48 per hour (commensurate with qualifications)

Posting Date: 4/12/2019

ABOUT THE OPERATIONS DEPARTMENT:

The Operations Department includes oversight and responsibility for Facilities, Special Events & Guest Services, Construction & Campus Planning, Space Allocation, Sustainability, and Security functions at the College.

THE ROLE

Under the general supervision of the Executive Director of Operations (“EDO”), the Operations & Sustainability Coordinator provides administrative support within the Operations Department. The ideal candidate will have a strong interest in sustainability.

RESPONSIBILITIES

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

- While reporting directly to the EDO, provides additional administrative support to the Director of Auxiliary Services, Controller, and Chief Financial Officer;
- Functions as the initial point of contact for Operations, fielding questions, scheduling appointments, responding to requests, and providing exceptional customer service;
- Liaison and main point of contact between the Facilities, Security, and Special Events & Guest Services departments, particularly as relates to event coordination and other projects and programs as needed;
- Maintains and manages the EDO’s calendar using discretion and sound judgment to prioritize competing interests;
- Provides support on Ad Astra, the College’s space scheduling software, including creation of events as well as checking of availability for requested events;

- Supports the EDO on space planning initiatives and stakeholder engagement including relocation of multiple departments through several phases of new campus construction;
- Serves as focal point for disseminating information about available resources and functions to students, faculty, staff, alumni and external constituencies;
- Responsible for creating, editing, and maintaining departmental publications, marketing materials, presentations, websites as well as establishing a social media presence;
- Manages departmental budgets including establishing vendors in the system, creation of requisitions, processing of invoices, and tracking of all open purchase orders. Serves as the main point of contact for all fiscal inquiries from external vendors, working in close coordination with the Fiscal Services and Purchasing departments. Responsible for reconciliation of departmental credit card(s) on a monthly basis;
- Inventories and coordinates office supplies and filing system including voluminous amounts of plans, documents, and permits related to past, present, and future campus construction and other programmatic efforts;
- Assists other personnel in maintaining a clean and presentable office environment including communal meeting areas and kitchen;
- Maintains a project list for the EDO, also responsible for tracking projects and tasks of other direct reports to the EDO;
- Independently composes routine correspondence;
- Under the direction of the EDO, provides sustainability expertise in creating and implementing UC Hastings Law's sustainability plans, policies, and protocols;
- Facilitates, in coordination with students, multiple departments across the institution as well as external constituencies, sustainability initiatives to achieve the College's ambitious goal of becoming "the greenest urban campus by 2025" including the establishment of goals and benchmarks and assessment of progress on the same;
- Works directly with student sustainability organizations on initiatives and education of the campus as a whole;
- Researches and identifies grant-writing and other funding opportunities to support the expansion of campus sustainability efforts;
- Coordinates campus programming and activities related to sustainability including representing UC Hastings Law at events;
- Conducts research and collects data to present in written reports and in response to inquiries and surveys from external organizations along with submitting information to the Association for the Advancement of Sustainability in Higher Education (AASHE) via the Sustainability Tracking Assessment and Rating System (STARS);
- Performs other related duties and responsibilities as assigned.

REQUIREMENTS

EDUCATION AND EXPERIENCE

- Undergraduate degree, ideally in sustainability or environmental arena, required and graduate degree preferred;
- Project and program management experience with evidence of bringing projects and programs to successful conclusion absolutely required, with sustainability or environmental project and/or program management, or a deep commitment to the same, preferred;
- One to three years of office experience preferred;

- Must have proven ability to work independently, pursuant to direction from multiple parties, while experiencing frequent interruptions;
- Must be energetic, articulate, and detail-oriented with excellent organizational skills;
- Must thrive in a fast-paced, constantly changing environment;
- Must be enthusiastic about working with a diverse population.

KNOWLEDGE, SKILLS & ABILITIES

- Must have outstanding customer service skills including exceptional communication skills in all mediums;
- Must be able to interact tactfully and professionally in busy office setting with staff, students, faculty, alumni, and external constituencies;
- Must have sensitivity to the cultural diversity of a college campus;
- Must have strong multi-tasking skills and ability to meet constantly changing priorities and regular deadlines;
- Must have sophisticated computer skills, including Microsoft Office suite, basic video editing, HTML and social networking skills;
- Strong research and data collection skills;
- Creativity in creating marketing materials and content;
- Must be able to independently analyze and respond to inquiries;
- Must desire mentorship and have a growth- and learning-mindset;
- Must be detail-oriented and precise yet able to see the big picture and not lose sight of overarching goals and objectives;
- Experience with sustainability, land use planning/entitlements, construction management, environmental compliance, events management, and/or higher education preferred;
- Keen sense of humor and optimism a definite plus.

BENEFITS

Health and Welfare Benefits

- Comprehensive medical, dental and vision insurance coverage
- Flexible Spending Accounts for transportation-related, healthcare and dependent care expenses
- Employee Assistance Program

For your Financial Future

- Life Insurance, Disability Insurance, and Legal Insurance
- University of California Retirement Plan (defined benefit)
- Deferred Compensation Plans/Pre-tax Retirement Savings Programs

For your Work/Life Balance

- Fourteen paid holidays per year
- Generous vacation and sick leave
- Commuter Benefits Program

THE HIRING PROCESS

To Apply: Send Resume and cover letter to operations@uchastings.edu with “Operations and Sustainability Coordinator” in the subject line

Failure to provide the information as required on the application and/or instructions to apply

shall immediately disqualify an applicant from employment consideration.

Please note: 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. Not all applicants will be contacted for an interview.

The position is open until filled.

The skills listed above are comprehensive, and we understand there are great candidates who possess only a subset of those skills, or who have other important skills. If you match some of these skills, please do not hesitate to apply.

UC Hastings College of the Law is an Equal Opportunity Employer. UC Hastings strives to provide a diverse and inclusive educational environment that fosters cultural awareness, mutual understanding and respect. UC Hastings College of the Law is interested in candidates who will contribute to diversity and equal opportunity in higher education through their teaching. Qualified women and members of underrepresented minority groups are strongly encouraged to apply.