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.

**ACADEMIC PROGRAM COORDINATOR**

**LEGAL RESEARCH AND WRITING/MOOT COURT**

**Classification:** Level 2 / Class Code 2036 / Full-Time / Exempt / Benefited / Represented

**Hiring Salary Range:** $60,000- $70,000 annually (commensurate with qualifications)

**Posting Date:** 5/22/2019

**THE ROLE**

The ideal candidate will provide academic and administrative assistance to the Senior Assistant Dean under the direction of the Assistant Director of the Legal Research & Writing and Moot Court Department in administering Legal Research & Writing, Moot Court, and Appellate Advocacy Classes, and the Hastings Appellate Project, the Moot Court Board, the Moot Court Intercollegiate Teams, and the Legal Writing Resource (LWRC) Center Programs.

**RESPONSIBILITIES**

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

**ACADEMIC**

- Generate LRW and Appellate Advocacy Case-Study topics:
- Organize and review Research Assistant submissions.
- Draft, review, and assist in the preparation and organization of LRW 1 & 2 and Appellate Advocacy class materials.
- Assist in the copying and distribution of orientation training materials for teachers, teaching assistants, and students.
- Assist in coordination of the Legal Writing Resource Center (LWRC) including:
  - Maintain mission statement, policies and procedures.
  - Maintain software appointment program. Teach and troubleshoot appointment software program for staff and students.
- Use appointment program to track and review LWRC data to better shape program for student use.
• Assist in the promotion and growth of LWRC.
• Complete administrative duties to run the LWRC efficiently and smoothly.
• Assist with coordination of Moot Court Intercollegiate Competition teams, including:
• Work with Media Services to organize videos for competition team tryouts.
• Utilize spreadsheets for entry of tryout data. Work with Records Office to obtain GPA, grades and other honors for all team applications.
• Create, organize, and summarize data of each student applicant.
• Assist in the preparation and high volume reproduction of materials, documents and handouts for classes and trainings, Department publications and newsletters.
• Review, edit and assist in the preparation, organization and publication of LRW, Appellate Advocacy, and Moot Court case and class materials.

COORDINATION
• Assist with coordination of law students, including Moot Court teams, student coaches, Moot Court Board and Teaching Assistants.

COMMUNICATIONS
• Act as Coordinator for Moot Court Website (hastingsmootcourt.com) and maintain the Hastings LRW, Moot Court and Appellate Advocacy Intranet with I.T. Department. Convey timely changes including information regarding competition briefs, teams, practices, judges and room locations.
• Assist with social media and external communications, including Facebook, Instagram, and Twitter.
• Communicate with Hastings on-campus organizations and offices on behalf of the Department.
• Compose error-free professional correspondence and prepare letters and memos within the College and to the outside legal community.
• Effectively communicate with teachers, teaching assistants, students, alumni, judges, attorneys, community members and Department employees orally and in writing.
• Answer phones and questions from students, teachers, teaching assistants, and the general public.

EVENT PLANNING
• Help plan, implement, and coordinate Department events, including the Moot Court and Appellate Advocacy oral arguments and hosted intercollegiate competitions.
• Communicate with coordinators of each intercollegiate Moot Court competition regarding scheduling and oversee other aspects of competition preparation such as registration and payment of entry fees, and prepare and forward correspondence on behalf of the team and coaches.
• Make and track travel arrangements for Department employees, Moot Court competition teams and coaches.
• Coordinate with travel agent, airlines, hotels and transportation agencies and other vendors.
• Assist with the scheduling and room reservations for classes, events, Moot Court competitions, practices, meetings and training sessions.
• Organize and order food for all events, obtain quotes, and arrange delivery.

RECRUITMENT
• Assist with recruiting Moot Court Board members and Teaching Assistants for LWR, Moot Court and Appellate Advocacy classes.
• Assist with recruitment of student and alumni coaches.
• Recruit volunteer judges for team practices.
• Assist in recruitment of LWRC Staff.
• Assist with recruitment of volunteer judges for class-related oral arguments.

HAP PROJECT SUPPORT
• Assist with administration and support of the Hastings Appellate Project, including compiling information for attorney fee requests and other editing projects as needed to complete representation of pro bono client cases.

DATA/RECORDS MANAGEMENT
• Maintain extensive database of volunteer judges, attorneys, alumni and others with continuous and frequent updates of all contact information.
• Compile and maintain records and files.

CLERICAL
• Act as Department receptionist.
• Perform data entry tasks, as needed.
• Answer phones and questions from students, teachers, teaching assistants and the general public.
• Handle mail and filing as necessary.

REQUIREMENTS

EDUCATION AND EXPERIENCE
• BA/BS degree required with a background of journalism, paralegal, legal, or other writing-intensive experience preferred. Work experience in an institution of higher education, or a graduate law school, or in a law firm or other legal environment preferred.
• Previous experience with substantial public contact, independent coordination of programs, and desktop publishing, preferred.

KNOWLEDGE, SKILLS & ABILITIES
• Knowledge of computer programs including MS Office, AdAstra, Publisher, Adobe Acrobat, Adobe InDesign, Salesforce software, Blackboard, and programs necessary to support Legal Writing Resource Center and other Department events and/or projects.
• Sharp analytical abilities and problem-solving skills.
• Excellent organizational skills and attention to detail.
• Strong verbal and written communication skills.
• Ability to work independently and as part of a team.
• Meet and deal tactfully and professionally with students, alumni, teachers, and others.
• Exercise good judgment with respect to Department work, oversight and personal interactions.
• Understand when to work independently and when to work collaboratively within the Department and College structure.
• Ability to prioritize assignments and maintain consistent work flow.
• Work effectively, accurately, and efficiently under pressure and meet deadlines.
• Compose professional correspondence.
• Be flexible in work responsibilities and assignments.
• Be willing to work on nights and weekends as needed.
• Event planning and coordination.
• Lift materials up to 30-35 pounds.

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 lrwmc@uchastings.edu with the subject “Academic Program 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.