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 warm-hearted, deeply committed group of co-workers, a dynamic community of faculty and students, as well as an excellent benefits package.

Administrative Assistant for Refugee and Human Rights Organization (Part Time)
Center for Gender and Refugee Studies

Classification: Level 1 / Class Code 1615 / Administrative Assistant / Part-Time (20 hours/week) / Non-Exempt / Contract
Hiring Salary Range: $16,932 - $22,880 annually (commensurate with qualifications)
Posting Date: July 12, 2013

THE ORGANIZATION
CGRS, one of the nation’s leading refugee advocacy organizations, works to advance the human rights of women, children, LGBT and other refugees who flee persecution, both in the United States and internationally. We provide nationally recognized technical assistance, including trainings, resource development and legal advice, in hundreds of asylum cases each year, many of which result in grants of protection. CGRS also shapes asylum law through involvement in key cases with potential to set precedent, and ensure government accountability through groundbreaking and original research that analyzes adjudication trends. We improve conditions on the ground to prevent refugee flight by presenting the results of international human rights fact-finding, analyzing implementation of existing laws, and collaborating with grassroots movements to advocate for law reform and other justice measures. For more information about CGRS, visit http://cgrs.uchastings.edu/. CGRS is an equal opportunity employer (EOE). All qualified persons, including people of color, persons with disabilities, women, lesbians, gay men, bisexuals, and transgender persons, are encouraged to apply.

THE POSITION
CGRS seeks a talented individual to help the Center with a broad range of administrative and office-related tasks. The Administrative Assistant will be responsible for enabling the professional staff to work efficiently and effectively. Responsibilities span from administrative support to core office management. The Administrative Assistant works directly with the Program Coordinator, as well as other core staff. This is a part-time, 20 hours/week position.

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

- Assist with office tasks including managing emails and other communications, ordering supplies, printing/copying, management of daily office organizational needs;
- Assist with the processing of income and expenses, including invoices, reimbursements, credit card reconciliation, thank you notes to donors, and other tasks relating to the financial functions of the office as assigned by the Program Coordinator or other core staff;
- Help maintain organized hard copy and electronic filing systems, the office space, and the human rights and legal library;
- Schedule and organize staff meetings and lunches, and coordinate room reservations and other event logistics as needed;
- Support staff, interns, and volunteers with questions/issues relating to computers, printers, faxing, email, and network issues by liaising with Hastings IT department and trouble-shooting where applicable;
• Coordinate the recruitment processes and UC Hastings logistics relating to CGRS office interns, volunteers, law clerks, and other visitors;
• Oversee volunteer assignments and deadlines for country conditions research memos and other volunteer assignments;
• Assist the Development Director with administrative tasks related to the annual appeal, foundation proposals/reports, tracking of CGRS trainings and media activity, maintenance of contact lists, and newsletter distribution;
• Assist with social media communications, website updates, and case record database content migration;
• Support creation of presentation materials in PowerPoint, Excel, Word, etc. for staff as requested;
• Light paralegal duties, such as creating and formatting tables of authorities and contents for legal briefs and otherwise assisting in court submissions; and
• Other related administrative functions, as assigned by the Program Coordinator and other core staff.

REQUIREMENTS
EDUCATION AND EXPERIENCE
• Bachelor’s degree preferred
• Administrative experience and office management experience preferred

KNOWLEDGE, SKILLS & ABILITIES
• Must have strong working knowledge and experience with Microsoft Office (Word, Excel, and PowerPoint)
• Excellent written, verbal and interpersonal communication skills
• Excellent organizational and multi-tasking skills
• Must be highly efficient
• Must be conscientious and have good judgment
• Fluency in another language, in particular Spanish or French, is a plus
• Experience with Drupal and Raiser’s Edge is a plus
• Experience with budgeting and/or financial administration is a plus

BENEFITS
• Health, Dental and Vision Care Insurance Plans
• Life Insurance
• UCRP Retirement Plan
• Disability Insurance
• Legal Insurance
• Paid 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=Administrative%20Assistant%20(PT)%20-%20CGRS%20July%202013
Please submit your resume and a cover letter that details specifically why you believe your experiences and skills fit the job outlined. Also include your salary requirements. 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.
No phone calls, please.

WHAT TO EXPECT
Applicants 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.