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, a dynamic community of faculty and students, as well an excellent benefits package.

**Advanced Administrative Assistant**  
(Advanced Operational Level – Level 2)  
**Faculty Support Department**  
Classification: Level 2/Class Code 1660/Full Time/Nonexempt  
Hiring Salary Range: $43,508 - $61,342 annually (commensurate with qualifications)  
Posting Date: January 4, 2013

**THE ROLE**  
Under general supervision of the Faculty Support Administrator, the Advanced Administrative Assistant is responsible for a variety of tasks.

**RESPONSIBILITIES**  
Typical duties include but are not limited to the following:  
- Provide administrative support to the faculty including preparation of manuscripts; articles, research projects, examinations, presentations, reports, mailings, charts; statistical reports, evaluations, transcriptions and note taking, class materials;  
- Produce merge documents, headers/footers, endnotes, footnotes, printing of class rosters, photocopying, travel arrangements;  
- Provide assistance to the faculty committees;  
- Support Program, Clinic and Center Directors;  
- Provide assistance with faculty fiscal related matters: faculty professional development accounts, travel expense reimbursement forms, check requests, travel arrangements, etc.;  
- Coordinate special events with faculty;  
- Provide relief services to College Executive Offices.

**REQUIREMENTS**  
**EDUCATION AND EXPERIENCE**  
- High School graduate with 7-10 years of administrative experience;  
- Requires a high degree of individual initiative, discretion, diplomacy and mature judgment;  
- Must be a self-starter with demonstrated dependability and must also work well as a team member;

**KNOWLEDGE, SKILLS & ABILITIES.**
PC and MAC experience and knowledge preferred. Intermediate to advanced skills in MS Office Suite (Word, Excel, PowerPoint, and Outlook), WordPerfect X3 and Adobe Acrobat;

Must be able to type 65-80 wpm;

Intermediate to advanced skills and knowledge of the input, retrieval and display of data;

Ability to learn in-house databases such as the Datatel system and (OSCAR), the On-Line System for Clerkship Application and Review system to upload Student Clerkship Letters of Recommendation, as well as Westlaw and Lexis;

Must be able to operate copy machine, transcription equipment, fax, optical scanner and printers;

Must have excellent oral and written communication skills, including grammar, spelling and punctuation;

Familiarity with legal terminology is desirable;

Must be energetic, articulate and detail-oriented with excellent organizational skills and can thrive in a fast-paced environment;

Must be able to safely lift boxes weighing 5-10 lbs. and up to 35-50 lbs with the use of a hand truck.

**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=Advanced%20Administrative%20Assistant%20-%20Faculty%20Support%20Department](http://hrnetlogin.net/uchastings/app/app.cgi?positionsdesiredtext=Advanced%20Administrative%20Assistant%20-%20Faculty%20Support%20Department)

_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._

**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 Employment Opportunity*