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 1200 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.

**Administrative Assistant (Operations Assistant)**

**Alumni Center**

Classification: Level 1/Administrative Assistant/Class Code 1615/Full Time/Non-Exempt/Benefitted

Hiring Salary Range: $33,864 - $47,411 annually (commensurate with qualifications)

Posting Date: March 29, 2013

**THE ROLE**

Under the general supervision of the Event Manager, you will provide a wide range of administrative, clerical and operational support for the Alumni Center. The assistant is chiefly responsible for assisting with event planning and event promotion. The incumbent does gift entry, gift acknowledgments, spreadsheets, reports, mailings, and other duties as assigned which support the daily operation, alumni outreach and fundraising goals of the department.

**RESPONSIBILITIES**

**Events Support (approximately 80% or as needed)**

- Assist with event promotion including pulling invitation lists, writing event invitations
- Manage events database-enter RSVPs, pull guest lists, create queries for reports, export files, prepare materials for use by staff and volunteers, including gift reports and statistical analyses
- Assist with event preparation: print nametags, maintain registration, mailings, serve as event staff as needed
- Communicate with important constituents, vendors, and donors: request event sponsorships, coordinate event logistics
- Order event supplies, distribute mail
- Respond to alumni email inquiries
- Other related duties and responsibilities as assigned.

**Database, Operational, Administrative, Support (approximately 20% or as needed)**

- Data entry of gifts and donor information.
- Prepare gift acknowledgment letters and other correspondence; word processing of correspondence and reports, spreadsheets, mail-merge projects and mailings.

**REQUIREMENTS**

**EDUCATION AND EXPERIENCE**

- Bachelor’s degree required;
- Related work experience with increasingly responsible administrative/clerical tasks, or appropriate experience that will result in the successful performance of the foregoing responsibilities.
- Experience with Raiser’s Edge, web html editor and Photoshop helpful.
- Must have experience working successfully in a fast-paced, demanding environment.
- Excellent writing skills preferred.
KNOWLEDGE, SKILLS & ABILITIES
- Must be proficient in Microsoft Word, Excel, PowerPoint, data entry and online applications.
- Must type 40 wpm.
- Must have excellent oral and written communication skills to interact effectively with volunteers, prospects, senior administration.
- Experience with the Raiser’s Edge database is preferred.
- Must have excellent organizational skills and strong attention to detail with a goal of achieving high quality and 100 percent accuracy in work.
- Must have demonstrated ability to prioritize, exercise initiative, perseverance, and sound judgment.
- Must be comfortable in effectively executing numerous projects in a high-pressure, fast-paced environment.
- Must be able to adapt quickly to changes in priorities.
- Must have ability to interact diplomatically with diverse groups.
- Available for travel and evening/weekend activities or as needed to successfully deliver events.
- Must be able to safely lift and transport items weighing up to 10 lbs.
- Flexibility and a good sense of humor are highly desirable.

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=Operations%20Assistant%20(FT)%20-%20Alumni%20Center  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.

*This position has been designated as sensitive and requires a pre-employment background check.

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 Employer