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 dynamic community in which you will interact with staff, faculty and students.

**Administrative Assistant for Student Services**

**Student Services Office**

**Classification:** Level 1 / Class Code 1615 / Full Time / Non-Exempt / Benefited / Represented

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

**Posting Date:** May 23, 2014

**THE ROLE**

Under the supervision of and reporting to the Director of Student Services, the Administrative Assistant for Student Services supports the staff in Student Services in the day-to-day operation of the office and works closely with the staff to administer the various programs and complex student events the office runs. The office works as a team to support student life at UC Hastings.

**RESPONSIBILITIES**

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

- Answer general questions about services offered to students, and respond to a high volume of telephone, email, and in-person inquiries;
- Prepare and distribute correspondence and program materials;
- Schedule student appointments for the director and associate directors;
- Assist with scheduling, planning, and executing student events;
- Maintain and update the Student Services webpages;
- Edit various handbooks including the Student Handbook, Student Advising handbook, Student Org handbooks, and other materials as needed;
- Assist with sending out student life events around San Francisco using social media tools;
- Create and maintain electronic (and some paper) files and databases;
- Track data and prepares spreadsheets; prepare PowerPoint slides for various presentations given by the director and associate directors as needed;
- Create electronic surveys to send to our students on a variety of topics;
- Assist in preparing reimbursement checks and check request forms, deposits, tracking payment of invoices and ordering supplies;
- Assist in the creation and administration of new programs as needed.

**REQUIREMENTS**

**EDUCATION AND EXPERIENCE**

- Bachelor’s Degree required;
- Administrative work experience required, preferably in a legal or academic environment;
- Experience with graphic design or ability to make flyers for events.

**KNOWLEDGE, SKILLS & ABILITIES**

- Strong Microsoft Office skills including Excel and PowerPoint;
- Ability to utilize social media tools for outreach to students;
• Strong administrative support skills;
• Excellent attention to detail and ability to move quickly in a fast paced environment;
• Excellent customer service skills;
• Strong proficiency with data compilation and analysis;
• Outstanding organizational, interpersonal communication (oral and written), to effectively communicate with students, faculty, and staff;
• Ability to handle frequent interruptions and still meet multiple deadlines;
• Ability to work independently and as part of a team;
• Ability to be proactive, creative, and solution-oriented to solve problems;
• Strong project management skills;
• Strong social perceptiveness skills to be aware of others’ reactions and understand why they reacted in a particular way;
• Ability to work well in a diverse student population;
• Ability to maintain confidentiality and security of student records and comply with various laws including but not limited to FERPA and UC Hastings privacy rules;
• Commitment to student success.

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=Administrative%20Assistant%20-%20Student%20Services%20May2014

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.

**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 Opportunity Employer