UNIVERSITY OF CALIFORNIA
HASTINGS COLLEGE OF THE LAW

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.

**Associate Director for Student Leadership and Community Development**

**Student Services Office**

**Classification:** Level 3 / Class Code 1717 / Full Time / Exempt / Benefited  
**Hiring Salary Range:** $55,373 - $77,511 annually (commensurate with qualifications)  
**Posting Date:** May 23, 2014

**THE ROLE**

Under the direction and reporting to the Director of Student Services, the Associate Director for Student Leadership and Community Development takes a leadership role in developing and implementing leadership trainings and materials, conducting one on one academic advising meetings, and creating and implementing meaningful community events. 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:

- Provide individualized (one on one) guidance to students regarding academic advising, state bar admissions requirements (particularly CA and NY), and other issues as needed;
- Conduct outreach and serve as the primary liaison for and work collaboratively and closely with UC Hastings student government body (ASUCH) and all 70+ student organizations. Meet monthly with the ASUCH board and meet regularly with other student organization leaders and members to address their concerns and help them succeed;
- Expand leadership training for UC Hastings student leaders. Create and deliver content for biannual leadership conferences. Plan and execute monthly leadership meetings or other collaborative meetings with groups of student leaders;
- Annually register ASUCH and all student organizations (includes reviewing all registration paperwork and bylaws). Work collaboratively with other departments, including Fiscal Services, College Events Center, and Information Technology to digitize and streamline the student organization registration process;
- Revise and publish the Student Organization Handbook. Consult with General Counsel’s office and review and update policies for student orgs as needed;
- Develop and implement new initiatives to create a sense of community and identity on campus (e.g., student leadership awards luncheon for best student orgs of the year, and others);
- Work closely with student orgs to improve existing programming and to create and implement new ideas and programs;
- Work closely with the UC Hastings Public Interest Law Foundation (HPILF) to structure and implement the annual summer grant application process; oversee the process of summer funds distribution to the recipients;
• Work closely with College Events Center, Communications, and other departments to
develop and implement tools for student leaders to publicize their events;
• Train students on working with various departments to plan on- and off-campus events;
• Regularly attend ASUCH meetings and other student organization events/meetings to
increase administration visibility with the student body. ASUCH meetings are typically held
on Wednesday evenings every other week during the semester (about 6 meetings per
semester);
• Plan and run portions of complex, highly visible, student events including Orientation,
Commencement, the bar lunch program, and the student hour programming;
• Some evening and weekend work required on occasion;
• Other duties, as directed by the Director of Student Services.

REQUIREMENTS
EDUCATION AND EXPERIENCE
• JD degree from an accredited law school required;
• CA or NY bar passage required; admission to practice preferred (either inactive or active
status);
• Minimum three years of experience working with students and/or providing administrative
and substantive support for student leadership programs;
• Familiarity with or ability to quickly learn and explain academic regulations, preferably UC
Hastings academic regulations.

KNOWLEDGE, SKILLS & ABILITIES
• Working knowledge of leadership/professionalism skills;
• Working knowledge of advising and counseling techniques;
• Excellent customer service skills;
• Outstanding organizational, interpersonal communication (oral and written), and
presentation skills to effectively work with students, faculty, and staff;
• Ability to plan and carry out events;
• 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;
• Strong administrative support skills.

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=Associate%20Director%20Student%20Leadership%20Community%20Development%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. 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