The University of California Hastings College of the Law was founded in 1878 as the law department of the University of California and was the first law school in California. Over the years, it has built a legacy and reputation of being a preeminent institution comprised of renowned faculty committed to the study of legal theory and research, preparing students for careers in the judicial system, public service, and industry.

The College is redefining legal education through an experiential, interdisciplinary, and international approach to the law. By integrating rigorous academics with hands-on practice, the College is preparing its graduates to tackle the legal challenges—and leverage the opportunities—of the 21st century.

Program Associate
Institute for Innovation Law

**Classification:** Level 2 / Class Code 1215 / Full Time / Non-Exempt / Benefited / Represented

**Hiring Salary Range:** $50,000 annually (commensurate with qualifications)

**Posting Date:** April 3, 2015

**THE ROLE**

The Institute for Innovation Law (Institute) is seeking a Program Associate. The Institute oversees the Startup Legal Garage and the Privacy & Technology Project at UC Hastings College of the Law in San Francisco. The Program Associate will have a multifunction role to support the Institute’s activities. The Program Associate’s responsibilities will consist of providing administrative support to the Institute’s Director; serving as the Institute's office manager; supporting the classroom, research, and government interaction work of the Institute; leading various program initiatives; and supporting events and activities hosted by the Institute. The ideal applicant will be a recent college graduate hoping to gain 1-2 years of work experience before graduate school. Under the supervision of the Director of the Institute for Innovation Law, the Program Associate is responsible for a variety of tasks.

**RESPONSIBILITIES**

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

- Help foster media relations for the Institute. This includes organizing media contacts, sending out press releases, and coordinating interviews with the press;
- Manage the Institute’s programming and events calendar, and manage the calendar and scheduling for the Director;
- Assist with government interactions and creation of materials for testimony and commentary requested by Congress, state legislators, state and federal agencies, and their staff members;
- Provide administrative support to the Director of the Institute, including preparation of manuscripts, articles, research projects, examinations, presentations, reports, mailings, charts, statistical reports, evaluations and transcripts, and taking notes;
- Produce merge documents, headers/footers, endnotes and footnotes, print class rosters, make photocopies, make travel arrangements;
- Support Institute programming;
- Manage the Institute’s faculty and staff fiscal-related matters: faculty and staff professional development accounts, travel expense reimbursement forms, check requests, travel arrangements, etc.;
- Coordinate special events with faculty.
REQUIREMENTS
EDUCATION AND EXPERIENCE
- Recent college graduate with 0-2 years of administrative experience. College major must be related to the work of the Institute; acceptable majors include economics, statistics, pre-law, government, or majors related to technology and innovation industries (such as computer science);
- College course in statistics necessary to help with the Institute’s empirical research projects;
- Experience with event support and planning, as well as social media tools;
- 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), Adobe Acrobat, and various Social Media tools;
- Intermediate to advanced skills and knowledge of the input, retrieval and display of data;
- Must be able to operate copy machine, fax, optical scanner and printers;
- Must have excellent oral and written communication skills, including grammar, spelling and punctuation;
- Must be energetic, articulate and highly detail-oriented with excellent organizational skills and able to 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;
- As with many startups, the Institute offices are set up as an open, cooperative workspace, rather than individual offices. The program associate must be comfortable in that working environment.

BENEFITS
- Comprehensive medical, dental and vision insurance coverage
- Life Insurance
- University of California Retirement Plan (defined benefit)
- Disability Insurance
- Legal Insurance
- Generous vacation and sick leave
- Thirteen paid holidays per year
- Pre-tax Retirement Savings Programs
- Flexible Spending Accounts for transportation-related, healthcare and dependent care expenses

THE HIRING PROCESS
To apply, go to:

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.

Please Note: **This position has been designated as “sensitive” and requires a pre-employment background check.**
Federal law requires employers to provide reasonable accommodation to qualified individuals with disabilities. Please contact Human Resources if you require a reasonable accommodation to apply for a job. Examples of reasonable accommodation include making a change to the application process, providing documents in an alternate format, using a sign language interpreter, or using specialized equipment.

**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*