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 1,300 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 as an excellent benefits package.

Program Director of Privacy and Technology Project (Temporary)
Institute for Innovation Law
Classification: Temporary / 6111 / Full Time / Exempt / Benefitted
Hiring Salary Range: $100,000 / year (commensurate with qualifications)
Posting Date: 04/04/2014

THE ROLE
Program Director has responsibility for administering and expanding the UC Hastings Institute for Innovation Law, Privacy and Technology Project (Privacy Project). The position also includes conducting legal research and writing on topics related to privacy and security for the Director of the Institute, particularly cy pres funded projects. This is a one-year temporary contract appointment from May 1, 2014 to April 30, 2015.

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

- Managing the existing legal research and writing projects in the Privacy Project;
- Developing systems to routinize the activity of the program;
- Satisfying the requirements of cy pres funding;
- Operating the day-to-day activities of the Privacy Project curricular program;
- Developing and managing funding leads and other general activities of directing the Privacy Project;
- Conducting legal research and writing on topics related privacy and security for the Director of the Institute.

REQUIREMENTS
EDUCATION AND EXPERIENCE
- JD degree and/or experience in the realm of privacy and or security;
- Experience managing an annual budget of at least $500,000 preferred;
- Previous management experience preferred;
- CIPP/US certification preferred, but not required;
- Appropriate for attorneys with General Counsel office experience.
KNOWLEDGE, SKILLS & ABILITIES

- Must have ability to communicate effectively both orally and in writing.

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:

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