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.

**Project Manager**

**Center for WorkLife Law**

**Classification:** Level 3 / Class Code 1750 / Full Time / Exempt / Benefited  
**Hiring Salary Range:** $60,000 annually (commensurate with qualifications)  
**Posting Date:** February 6, 2015

**ABOUT THE CENTER FOR WORKLIFE LAW**

The Center for WorkLife Law (WLL), based at University of California Hastings College of the Law, is one of the nation’s leading organizations devoted to gender equality and to improving work-life balance for both men and women. WLL works towards legal change, organizational change, and social change through research and advocacy.

**THE ROLE**

The Center for WorkLife Law seeks a Project Manager for its Stable Schedules Study, a grant-funded research project that is a joint collaboration of the Center for WorkLife Law and researchers at the University of Chicago. The Project Manager will work under the supervision of the principal investigators to manage a workplace experiment designed to assess the effects of shifting from a “just in time” scheduling system to more stable schedules for hourly workers at a well-known national apparel retail firm. **This is an 18 month appointment.**

**RESPONSIBILITIES**

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

- Oversee financial, personnel, planning, compliance, and other administrative aspects of the research project;
- Collaborate and effectively communicate with researchers and retail store managers;
- Manage team of research assistants;
- Ensure the project progresses according to plan and on schedule;
- Oversee activities related to data collection and analysis;
- Prepare grant/funding reports;
- Ensure compliance of research activities with institutional, state, and federal regulatory policies, procedures, directives and mandates;
- Monitor project budget;
- Participate in data analysis and publication in collaboration with senior research faculty and personnel;
- Contribute to project design strategy discussions and decisions.

**REQUIREMENTS**

**EDUCATION AND EXPERIENCE**
• Bachelor’s degree required; Advanced degree preferred, particularly in business, sociology, labor, social work, human resources, industrial relations, psychology, or related fields of study relevant to the research being conducted;
• A minimum of three years of relevant research experience preferred.

KNOWLEDGE, SKILLS & ABILITIES.
• Experience managing research projects preferred;
• Supervisory experience preferred;
• Sharp analytical abilities and problem-solving skills;
• Excellent organizational skills and attention to detail;
• Strong verbal and written communication skills;
• Ability to work independently and as part of a team.

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=Project%20Manager%20-%20CWLL%20Feb2015

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.

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