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.

Senior Administrative Assistant
Office of Enrollment Management

Classification: Level 1 / Class Code 1635 / Non-Exempt / Full-Time /Benefited / Represented

Hiring Salary Range: $36,288 - $50,804 annually (commensurate with qualifications)
Posting Date: April 22, 2016

THE ROLE
Under the direct supervision of the Senior Assistant Dean of Enrollment Management, the Senior Administrative Assistant for Enrollment Management will provide a broad range of administrative and project-based support to the Office of Enrollment Management, including the Office of Admissions and the Office of Financial Aid, and work collaboratively with all members of the Enrollment Management team. The successful candidate will be a warm, friendly, and people-oriented self-starter with excellent communication, interpersonal, and customer service skills; have a desire to learn; and have the ability to prioritize assignments and produce output effectively and efficiently. The Senior Administrative Assistant should be comfortable working in a fast-paced environment--both independently and as part of a team--and have the organizational skills and judgment necessary to establish priorities and meet multiple deadlines while managing communications, greeting visitors, maintaining schedules, and providing project-based support as needed.

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

- Serve as the first point of contact for visitors entering the Office of Enrollment Management. This includes greeting and answering questions for visitors, students, staff, and faculty, and responding efficiently to ongoing telephone, email, and in-person inquiries;
- Help establish a welcoming atmosphere within the Office of Enrollment Management that creates a friendly and inviting first impression of UC Hastings;
- Act as administrative support for the Enrollment Management team (currently 10 members, including this Senior Administrative Assistant); including, but not limited to, assisting with executing on-campus events including Financial Aid seminars, Admission Information Sessions, and Admitted Student Days; stocking office supplies; assisting with registering for and shipping materials to off-campus recruitment events; and assisting with large volume mailings;
- Help maintain the calendars for the Senior Assistant Dean, Director of Financial Aid, and Director of Admissions utilizing Microsoft Outlook;
- Help to recruit, train, and supervise student workers;
Help collect, input, and track data in Microsoft Excel and assist in preparing presentations and surveys in Microsoft Word and PowerPoint;
Prepare, edit, and distribute correspondences and program materials, primarily using Microsoft Office and Outlook;
Assist with preparing reimbursement and check request forms, tracking payment of invoices, and related tasks;
Maintain knowledge of College policies and procedures;
Miscellaneous administrative duties as necessary to assist with the smooth functioning of the office and its numerous programs; and other duties as assigned.

REQUIREMENTS
EDUCATION AND EXPERIENCE
- High School diploma or equivalent required; Bachelor’s Degree preferred;
- Minimum two years of administrative work experience with administrative/clerical tasks with increasing responsibility required, preferably in a legal or academic environment; or equivalent experience that will result in the successful performance of the foregoing responsibilities;
- Minimum two years of customer service experience required (note that administrative experience and customer service experience could overlap depending on the prior work experience); and
- Experience with online payment systems such as Concur; webpage updating systems such as Cascade; online survey tools such as Qualtrics; and event management software such as RegFox.

KNOWLEDGE, SKILLS & ABILITIES.
- Ability to acquire and accurately convey general knowledge about UC Hastings’ various degree programs, application processes, and financial aid information to prospective students and their families;
- Sensitivity to cultural diversity and ability to communicate and interact effectively with people of all backgrounds;
- Excellent administrative and office support skills; ability to move and learn quickly in a fast paced environment and meet multiple deadlines effectively with good judgment with respect to project prioritization and time management;
- Excellent verbal and writing skills, with high attention to detail, accuracy, and presentation quality;
- Excellent customer service and interpersonal communication skills; ability to maintain professional composure under high stress conditions; ability to be positive and supportive in interactions with others;
- Proven ability to work effectively both independently and as a team player;
- Proficiency with Microsoft Office Suite of Excel, Word, and PowerPoint; familiarity with social media tools for outreach and publicity purposes;
- Ability to be proactive, creative, and solution/results-oriented;
- Ability to execute physical activities required to perform essential job functions, including, but not limited to, regularly sitting at desk and using a keyboard, regularly reading both print and digital material, lifting at least 10 lbs, standing on feet or being mobile for extended periods;
- 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;
- Ability to work weekends (less than 5 per year) and evenings, as needed; and
- Commitment to and interest in student success.

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