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.

**Sr. Academic Program Coordinator**

**Center for Negotiation and Dispute Resolution**

**Classification:** Level 3 / Class Code 1740 / Full Time / Exempt / Benefitted / Represented  
**Hiring Salary Range:** $55,373 - $77,511 annually (commensurate with qualifications)  
**Posting Date:** May 9, 2014

**THE ROLE**

The Center for Negotiation and Dispute Resolution based at UC Hastings College of the Law is one of the top Dispute Resolution Centers in the country, providing experiential education and scholarship to students, attorneys and practitioners. In addition to approximately 20 courses in ADR, a Mediation Clinic, a world class ADR and Negotiation Team and a Concentration in Civil Litigation and Dispute Resolution the Center presents certificate programs to lawyers and judges from around the world, both in Mediation and in Court ADR Systems Design. The Center hosts conferences and workshops for scholars at which practitioners share teaching techniques, research and case studies. CNDR also provides fee for service trainings for community organizations, governmental agencies, foreign bar associations and other groups.

Under the direction of the Director of the Center for Negotiation and Conflict Resolution, the Senior Academic Program Coordinator will perform administrative support tasks for the program. This position exists to support, promote and expand the work of the Center, serving both as a point of first contact for the multitude of programs offered, and as a critical partner in envisioning and implementing the strategic goals of the Center.

**RESPONSIBILITIES**

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

- Manages academic conferences, continuing legal education programs, dispute resolution training, and speaker series by arranging and/or creating promotional materials, arranging catering services, and managing conference facilities, booking speaker travel, providing continuing legal education credit, publishing handouts and materials, managing intake of fees and payment of vendors, and overseeing day-of-events logistics;
- Manages website and database content;
- Oversees, monitors and reports on financial matters and budget issues;
- Interacts with faculty, staff, students, and members of the legal community;
- Coordinates with departments cross campus;
- Works evenings and weekends upon occasion for programs and competitions;
- Solicits and manages the participation of volunteer judges and attorneys for intramural and intercollegiate competitions, and works closely with the team and coach to coordinate events;
- Assists in the writing and creation of marketing materials including newsletters, brochures, promotional material, and announcements for electronic mailing and website posting;
- Works with General Counsel’s office to set up independent contractor agreements;
• Creates and implements methods to draft, collect, organize, store and retrieve program information including administrative files, teaching aids and supplemental materials;
• Coordinates meeting times and rooms for student team activities and cross-course exercises;
• Drafts reports, letters and memoranda related to program activities;
• Manages the Center’s office and all of its activity;
• Oversees student workers;
• Coordinates Mediation Observation Project with faculty, students, courts and professional mediation providers;
• Works closely with the Director to expand the Center’s innovative programs in negotiation, mediation, and dispute system design. This includes supporting long range planning and assisting in annual budgeting;
• Coordinates adjunct faculty schedules and performs other related administrative duties and responsibilities as may be assigned.

REQUIREMENTS

EDUCATION AND EXPERIENCE

• Bachelor’s degree required;
• Background in communications, psychology, and/or Alternative Dispute Resolution (mediation);
• Substantive administrative work experience involving the coordination and performance of administrative tasks in support of programs, preferably for an alternative dispute resolution program or large academic institution;
• Experience working with members of the legal and/or education community.

KNOWLEDGE, SKILLS & ABILITIES.

• Excellent oral and written communication skills;
• Display tact, diplomacy and a willingness to assist students, faculty, administrative staff, and members of the legal community;
• Ability to develop, efficiently organize and implement administrative policy and procedures in support of the program;
• Manage budgets, and prepare reports;
• Strong organizational skills for events and fundraising;
• PC and MAC experience and knowledge preferred. Intermediate to advanced skills in MS Office Suite (Word, Excel, PowerPoint, and Outlook), database programs, WordPress, Adobe Acrobat, and various Social Media tools;
• Intermediate to advanced skills and knowledge of the input, retrieval and display of data;
• Familiarity with publicity, marketing and external communications, including working with graphic designs and layout;
• Familiar with conference management software;
• Knowledge of budgeting principles;
• Ability to coordinate and manage a variety of tasks simultaneously;
• Interact effectively and tactfully with support services.

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
THE HIRING PROCESS
To apply, go to:
http://hrnetlogin.net/uchastings/app/app.cgi?positionsdesiredtext=Sr%20Academic%20Program%20Coordinator%20-%20CNDR%20May2014

Submit at least one short writing sample which may be retained by the College as well as a cover letter and a resume. The topic of the writing sample must be related to communications, psychology, and/or conflict resolution.

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. **A skills assessment will be conducted to determine if the minimum requirements are met.** 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