



# UC HASTINGS

COLLEGE OF THE LAW

EST. 1878

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.

## OFFICE MANAGER

### CENTER FOR GENDER AND REFUGEE STUDIES

Classification: Level 2 / Class Code 2050 / Exempt / Full-Time / Benefited / Represented

Hiring Salary Range: \$47,788.00 - \$53,000.00 annually commensurate with qualifications

Posting Date: October 12, 2018

### CENTER FOR GENDER AND REFUGEE STUDIES

The Center for Gender and Refugee Studies (CGRS), based at the University of California Hastings College of the Law, one of the nation's leading refugee research and advocacy organizations, works to advance the human rights of women, children, LGBT, and other refugees who flee persecution, both in the United States and internationally. We provide nationally recognized expert consultation, including trainings, resource development, and legal advice, in thousands of asylum cases each year, many of which result in grants of protection. CGRS also shapes asylum law through involvement in key cases with potential to set precedent, and ensures government accountability through groundbreaking and original research that analyzes adjudication trends. We improve conditions on the ground to prevent refugee flight by presenting the results of international human rights fact-finding, analyzing implementation of existing laws, and collaborating with grassroots movements to advocate for law reform and other justice measures. For more information about CGRS, visit <http://cgrs.uchastings.edu/>.

## THE ROLE

CGRS seeks a responsible and detail-oriented Office Manager who will be a self-starter who takes initiative to improve the smooth functioning of our dynamic office. A successful candidate will have creative ideas, strong organizational skills, can easily multi-task, is comfortable with technology, and feels passionate about women's and refugee rights.

## RESPONSIBILITIES

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

- Help maintain a sustainable work environment for our hardworking legal staff by ensuring efficient and effective daily operations of the office.
- Take the lead on improving office systems and procedures, providing innovative solutions to support our growing staff.
- Organize general office and legal case filing systems, including both our physical space as well as our cloud-based filesharing space.
- Provide critical administrative support to the Center's staff as needed, supporting our core programs of technical assistance, training, litigation, and other advocacy work, for example, overseeing logistics, booking travel, formatting and preparing court filings, and performing other necessary clerical tasks.
- Support the Refugee and Human Rights Clinic, including assisting the Clinical Teaching Fellow and clinical law students when needed, and liaising with other Clinic administrative staff.
- Schedule and coordinate events, serving as point of contact for partner organizations and UC Hastings facilities and IT departments.
- Assist in the recruitment and onboarding of all new staff, consultants, interns, and volunteers, providing orientation and introduction to all office and UC Hastings-wide systems.
- Support staff, interns, and volunteers with questions/issues relating to computers, printers, email, and network issues by liaising with UC Hastings IT department and trouble-shooting where applicable.

## **REQUIREMENTS**

### **EDUCATION AND EXPERIENCE**

- Bachelor's degree required.
- Experience in a legal office and office management experience preferred.
- Spanish language skills a plus.

### **KNOWLEDGE, SKILLS & ABILITIES**

- Excellent written, oral, and interpersonal communication skills.
- Must be tech-savvy and have strong working knowledge and experience with Microsoft Office (Word, Excel, and PowerPoint) and wide range of web and database software.
- Strong attention to detail, organizational skills, and ability to multi-task in a busy office environment.
- Ability to take initiative, prioritize with minimal supervision and work independently (a self-starter), as well as being able to function as a member of a team.
- Creative, "outside the box" thinking.
- Enthusiasm to learn and grow in both demanding and close-knit staff environment.
- Comfort with organizational budgets and/or financial administration.
- Trustworthy with sensitive and/or confidential personnel, financial, and case information.

## **BENEFITS**

### **Health and Welfare Benefits**

- Comprehensive medical, dental and vision insurance coverage
- Flexible Spending Accounts for transportation-related, healthcare and dependent care expenses
- Employee Assistance Program

### **For your Financial Future**

- Life Insurance, Disability Insurance

- Legal Insurance
- University of California Retirement Plan (defined benefit)
- Deferred Compensation Plans/Pre-tax Retirement Savings Programs

### **For your Work/Life Balance**

- Fourteen paid holidays per year
- Generous vacation and sick leave
- Commuter Benefits Program

## **THE HIRING PROCESS**

To Apply: <http://hrnetlogin.net/uchastings/app/app.cgi?positionsdesiredtext=Office%20Manager%20-%20CGRS%20Oct2018>

**Failure to provide the information as required on the application form and to include a resume shall immediately disqualify an applicant from employment consideration.**

## **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. Not all applicants will be contacted for an interview.

**The position is open until filled.**

***\*\*This position has been designated as “sensitive” and requires a pre-employment background check.***

The skills listed above are comprehensive, and we understand there are great candidates who possess only a subset of those skills, or who have other important skills. If you match some of these skills, please do not hesitate to apply.

UC Hastings College of the Law is an Equal Opportunity Employer