



## UNIVERSITY OF CALIFORNIA HASTINGS COLLEGE OF THE LAW

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.

### Managing Director Center for WorkLife Law (Temporary - July 2013 to December 2013)

**Classification:** Director I / Level 4 / Exempt / Temporary

**Hiring Salary Range:** *Commensurate with qualifications and experience*

**Posting Date:** April 13, 2013

### ABOUT THE CENTER FOR WORKLIFE LAW

The Center for WorkLife Law (WLL) is a nonprofit research and advocacy organization housed at UC Hastings devoted to women's advancement and work-life balance for everyone—men as well as women. WLL runs leadership programs for women in law, business, and STEM (science, technology, engineering, and math). WLL is well-known for its leadership role in documenting and challenging employment discrimination against mothers and other caregivers. Its model of social change includes cutting-edge academic research with a strategic horizon of two to five years. At any given time, WLL conducts a few key projects designed to take advantage of strategic opportunities to create concrete, measurable change.

### THE ROLE

Under the direction of, and reporting to, the Faculty Director of the Center for WorkLife Law, the Managing Director plays substantive, fundraising and grant management, and administrative roles. *WLL seeks a temporary replacement for our Managing Director, who will be on maternity leave for approximately five months from July 2013 to December 2013.*

### RESPONSIBILITIES

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

- Research, drafting, and revision of articles, reports, and other publications
- Hiring and supervising student research assistants
- Assisting with the planning and execution of conferences, working groups, and related activities
- Managing WLL's budget
- Overseeing administrative functions of the office

- Other duties as assigned

## REQUIREMENTS

### EDUCATION AND EXPERIENCE

- Juris Doctor Degree and experience in the area of employment law
- Experience in employment law; recent law school graduates who have taken employment law courses will also be considered
- Experience in hiring and supervising law or graduate-level students
- Experience writing for legal and non-legal publications
- Management experience
- Experience managing complex budgets

### KNOWLEDGE, SKILLS & ABILITIES

- Working knowledge of employment discrimination law, gender issues, and work-life issues
- Superior research, writing, and editing skills for both legal and nonlegal publications
- Superior communication skills, both orally and in writing
- Superior ability to keep matters organized with great attention to detail, on track, and on schedule
- Ability to supervise students and other employees
- Excellent interpersonal and organizational skills
- Self-motivation and ability to work independently
- High level of professional judgment

### BENEFITS

- Health insurance
- Life Insurance

## THE HIRING PROCESS

To apply, go to:

[http://hrnetlogin.net/uchastings/app/app.cgi?positionsdesiredtext=Managing%20Director%20-%20Center%20For%20WorkLife%20Law%20\(Temporary\)](http://hrnetlogin.net/uchastings/app/app.cgi?positionsdesiredtext=Managing%20Director%20-%20Center%20For%20WorkLife%20Law%20(Temporary))

***Failure to provide the information as required on the application form including attaching a cover letter and a resume may 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*