

Legal Assistant, Faculty Support Unit (4722C), Berkeley  
Law - 61455  
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=225807>

Downloaded On: May. 8, 2024 6:17pm

Posted Nov. 16, 2023, set to expire Jun. 30, 2024

<b>Job Title</b>	Legal Assistant, Faculty Support Unit (4722C), Berkeley Law - 61455
<b>Department</b>	Berkeley Law
<b>Institution</b>	University of California, Berkeley Berkeley, California
<b>Date Posted</b>	Nov. 16, 2023
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Professional Staff
<b>Academic Field(s)</b>	Research/Technical/Laboratory Legal Services Fiscal Services Administrative Support/Services
<b>Apply Online Here</b>	<a href="https://apptrkr.com/4794199">https://apptrkr.com/4794199</a>

**Apply By Email**

**Job Description**

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**Legal Assistant, Faculty Support Unit (4722C), Berkeley Law - 61455**

### About Berkeley

At the University of California, Berkeley, we are committed to creating a community that fosters equity of experience and opportunity, and ensures that students, faculty, and staff of all backgrounds feel safe, welcome and included. Our culture of openness, freedom and belonging make it a special place

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for students, faculty and staff.

The University of California, Berkeley, is one of the world's leading institutions of higher education, distinguished by its combination of internationally recognized academic and research excellence; the transformative opportunity it provides to a large and diverse student body; its public mission and commitment to equity and social justice; and its roots in the California experience, animated by such values as innovation, questioning the status quo, and respect for the environment and nature. Since its founding in 1868, Berkeley has fueled a perpetual renaissance, generating unparalleled intellectual, economic and social value in California, the United States and the world.

We are looking for equity-minded applicants who represent the full diversity of California and who demonstrate a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds present in our community. When you join the team at Berkeley, you can expect to be part of an inclusive, innovative and equity-focused community that approaches higher education as a matter of social justice that requires broad collaboration among faculty, staff, students and community partners. In deciding whether to apply for a position at Berkeley, you are strongly encouraged to consider whether your values align with our [Guiding Values and Principles](#), our [Principles of Community](#), and our [Strategic Plan](#).

At UC Berkeley, we believe that learning is a fundamental part of working, and our goal is for everyone on the Berkeley campus to feel supported and equipped to realize their full potential. We actively support this by providing all of our staff employees with at least 80 hours (10 days) of paid time per year to engage in professional development activities. To find out more about how you can grow your career at UC Berkeley, visit [grow.berkeley.edu](https://grow.berkeley.edu).

### Departmental Overview

UC Berkeley's School of Law is one of the nation's great centers for legal education, ever exploring and pushing new intellectual boundaries while tackling urgent, real-world issues. The law school is also known for its vibrant and engaged community of students and scholars who are committed to providing leadership and making a difference on problems of local, national and global import. Currently ranked among the top law schools in the country, the School of Law has ambitious development goals as it looks to continue producing leaders in law, government, and society.

The Faculty Support Unit (FSU) administrative expert provides comprehensive support to Law School faculty for teaching, research, and pro bono activities. The incumbent provides administrative assistance to multiple law professors; performs a broad range of administrative responsibilities which

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include: legal word processing; editing, research; special events coordination; course material compilation and preparation; financial and budget administration; exam administration and proctoring; and training and development. Establish methods for analyzing, prioritizing, organizing, and completing detailed, complex administrative tasks. Conduct research and provide analyses and solutions to recurring or unusual administrative problems. Apply extensive knowledge of University administrative policies and procedures in addition to principles and practices of the legal field.

### **Application Review Date**

The First Review Date for this job is: November 28, 2023

### **Responsibilities**

#### Course Material Compilation and Preparation:

- Research, locate, organize, and prepare legal teaching materials for faculty.
- Determine quantity and coordinate production of class readers and/or other class materials with outside vendor as necessary.
- Proactively track and monitor readers and other class materials and resolve any production delays.
- Distribute materials as required

#### Fiscal and Budget Administration:

- Track and monitor one or more funds and/or complex contracts and grants utilizing multiple funding sources, as required.
- On behalf of faculty, may arrange travel and compile information and receipts for reimbursements - including travel, meals, special orders, etc. - in accordance with Law School and campus policies and procedures.
- Coordinate with Business Office staff to complete complex and/or high-volume purchasing activities using University and/or departmental protocol.
- Research and respond to needs for supplies and specialized equipment.
- Select vendors and/or substitute vendors and determine acceptable pricing as required.

#### Legal/Factual Research and Summary Projects:

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- Perform directed legal research, either in Law Library or using on-line legal research services (LexisNexis, Westlaw or other), for faculty teaching, research, and publication.
- Perform literature, title, and author search and cite checking.
- Ensure conformity with Uniform System of Citation as applicable.
- Prepare summary factual information as required using Excel or related software

Word Processing, Editing, and Document Creation:

- Input and edit complex legal research documents, bibliographies, outlines, class materials, correspondence, and exams from handwritten, dictated, typed, or recorded sources.
- Prepare documents in accordance with the author, Law School, or publisher's format.
- Create indexes, table of contents, spreadsheets, and PowerPoint presentations as requested by faculty.
- Prepare judicial clerkship letters in accordance with Law School policies and procedures.
- Prepare complex mail merges to produce form letters, envelopes and mailing labels.
- Ensure that final documents are spell-checked and proofread for grammar, punctuation, sentence structure, and formatting.
- Archive and delete documents per campus policy.
- Inform supervisor of problems requiring assistance.

Exam Administration and Proctoring:

- Prepare exam materials and maintain confidentiality of content.
- Proctor exams in accordance with Law School policies.
- Assist assigned faculty in entering student grades online in adherence to FERPA laws.

Special Event Coordination:

- Plan events as required; communicate with speakers regarding event logistics and/or exhibitors when applicable; collaborate with staff, Building Services and Media Services staff as necessary; arrange catering services; coordinate with graphic artist and printer to develop conference materials; market the conference; facilitate payment and/or reimbursement of hotel and/or vendors; prepare thank-you letters for speakers, and assorted follow-up tasks.
- Draft correspondence and schedule appointments, as required.
- Act as liaison between students and professors, as necessary.
- Schedule meetings, reserve rooms, and prepare and distribute materials for meetings.

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**Training and Development:**

- Attend FSU meetings to stay informed and provide high level customer service and information to faculty.
- Proficiently use Microsoft Word, Excel, PowerPoint, Adobe Acrobat, and the Google productivity suite to complete work and maintain proficiency with software version updates.
- Enroll, attend, and participate in employee development and staff training workshops, conferences, courses, forums, etc., to gain new knowledge, skills, and understanding as well as to broaden own technical expertise.
- Assist in recruitment, hiring, and training of new employees.
- Support other members of FSU and unassigned faculty as necessary.
- Perform other duties within the scope of this classification as assigned.

**Required Qualifications**

- Minimum of 6 months administrative work experience in a fast-paced environment.
- Broad knowledge of office environments and executive administrative support needs with the ability to provide accurate executive level support in a fast-paced environment.
- Excellent oral and written communication skills.
- Demonstrated commitment to and understanding of diversity, equity, inclusion, and belonging (DEIB), and ability to apply and integrate core concepts of DEIB into everyday practice.
- Must be committed to creating a community that fosters equity of experience and opportunity, and ensures that students, faculty, and staff of all backgrounds feel safe, welcome and included.
- Must demonstrate a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds present in our community.
- Excellent computer skills with the ability to quickly learn to use new software and campus specific systems.
- Must either be proficient, or be able to become proficient very quickly, using the Microsoft Office suite and the Google productivity suite.
- Excellent organizational and time management skills, including demonstrated strong attention to detail, ability to prioritize, exercise initiative, perseverance and sound judgment while effectively executing numerous projects in a high-pressure, fast-paced environment.
- Excellent analytical skills and the ability to resolve complex problems and discrepancies creatively, while staying within policies.

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- Ability to work independently as well as in a team environment and establish and maintain effective working relationships.
- Ability to treat sensitive matters with discretion and tact, to maintain confidentiality, and adhere to FERPA regulations.

Education/Training:

- High school diploma and/or equivalent experience/training.

**Preferred Qualifications**

- Ability to be forward thinking and anticipate problems and solutions.
- Knowledge and experience working with high level executives and/or practicing lawyers.
- Knowledge of basic legal terminology through experience in legal settings or in legal studies.
- Experience with and/or ability to learn University of California campus specific software and systems.

**Salary & Benefits**

For information on the comprehensive benefits package offered by the University, please visit the University of California's [Compensation & Benefits](#) website.

Under California law, the University of California, Berkeley is required to provide a reasonable estimate of the compensation range for this role and should not offer a salary outside of the range posted in this job announcement. This range takes into account the wide range of factors that are considered in making compensation decisions including but not limited to experience, skills, knowledge, abilities, education, licensure and certifications, analysis of internal equity, and other business and organizational needs. It is not typical for an individual to be offered a salary at or near the top of the range for a position. Salary offers are determined based on final candidate qualifications and experience.

The budgeted salary or hourly range that the University reasonably expects to pay for this position is \$31.15 (Step 5.0) - \$32.59 (Step 7.0).

- This is a 100%, full-time (40 hours per week), career position that is eligible for full UC benefits.
- This position is non-exempt and paid bi-weekly.

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- This is a hybrid position, eligible for up to 20% remote capability.

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### **How to Apply**

To apply, please submit your resume and cover letter.

### **Conviction History Background**

This is a designated position requiring fingerprinting and a background check due to the nature of the job responsibilities. Berkeley does hire people with conviction histories and reviews information received in the context of the job responsibilities. The University reserves the right to make employment contingent upon successful completion of the background check.

### **Other Information**

This position is governed by the terms and conditions in the agreement for the Clerical & Allied Services Unit (CX) between the University of California and Teamsters Local 2010. The current bargaining agreement manual can be found at: <http://ucnet.universityofcalifornia.edu/labor/bargaining-units/cx/index.html>

### **Equal Employment Opportunity**

The University of California is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or protected veteran status. For more information about your rights as an applicant, please see [the U.S. Equal Employment Opportunity Commission](#) poster.

For the complete University of California nondiscrimination and affirmative action policy, please see the University of California [Discrimination, Harassment, and Affirmative Action in the Workplace](#) policy.

### **To apply, visit**

[https://careerspub.universityofcalifornia.edu/psp/ucb/EMPLOYEE/HRMS/c/HRS\\_HRAM.HRS\\_APP\\_SCH](https://careerspub.universityofcalifornia.edu/psp/ucb/EMPLOYEE/HRMS/c/HRS_HRAM.HRS_APP_SCH)



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**Contact Information**

Please reference Academickeys in your cover letter when  
applying for or inquiring about this job announcement.

**Contact**

N/A

University of California, Berkeley

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