

Legal Assistant, Faculty Support Unit (4722C), Berkeley
Law - 74538
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=255894>

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Posted Apr. 16, 2025, set to expire Jul. 1, 2025

Job Title	Legal Assistant, Faculty Support Unit (4722C), Berkeley Law - 74538
Department	Berkeley Law
Institution	University of California, Berkeley Berkeley, California
Date Posted	Apr. 16, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Legal Services Fiscal Services Administrative Support/Services
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Job Description

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Legal Assistant, Faculty Support Unit (4722C), Berkeley Law - 74538

About Berkeley

At the University of California, Berkeley, we are dedicated to fostering a community where everyone feels welcome and can thrive. Our culture of openness, freedom and belonging make it a special place for students, faculty and staff.

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As a world-leading institution, Berkeley is known for its academic and research excellence, public mission, diverse student body, and commitment to equity and social justice. Since our founding in 1868, we have driven innovation, creating global intellectual, economic and social value.

We are looking for applicants who reflect California's diversity and want to be part of an inclusive, equity-focused community that views education as a matter of social justice. Please consider whether your values align with our [Guiding Values and Principles](#), [Principles of Community](#), and [Strategic Plan](#).

At UC Berkeley, we believe that learning is a fundamental part of working, and provide space for [supportive colleague communities via numerous employee resource groups](#) (staff organizations). 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 full-time staff employees with at least 80 hours (10 days) of paid time per year to engage in professional development activities. Find out more about how you can [grow your career](#) at UC Berkeley.

Departmental Overview

Berkeley Law is consistently ranked as one of the top law schools in the nation. The law school has produced leaders in law, government, and society, including Chief Justice of the United States Earl Warren, Secretary of State of the United States Dean Rusk, Attorney General of the United States Edwin Meese, United States Secretary of the Treasury and Chairman of the Federal Reserve G. William Miller, and former Solicitor General of the United States Theodore Olson.

At Berkeley Law, we are committed to excellence in education and scholarship, as well as equality of opportunity. We believe we have a responsibility to use our substantial intellectual capital to help solve real-world problems and to create a more just society through clinics, research, and policy engagement. We believe that a Berkeley Law degree is a tool for change, both locally and globally, and that we should be educating the leaders of tomorrow. We maintain an environment that nurtures academic and personal growth, respects a diversity of ideas, and stimulates independent thought and critical reasoning.

The Faculty Support Unit (FSU) administrative expert provides comprehensive support to Law School faculty for teaching, research, and pro bono activities.

Position Summary

The Legal Assistant provides administrative assistance to multiple law professors; performs a broad range of administrative responsibilities which include: legal word processing; editing, research; special

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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: December 9, 2024

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:

- 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.

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- 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.

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

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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.
- 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.

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Preferred Qualifications

- The ability to be forward thinking and anticipate problems and solutions is highly desired.
- 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 is desirable.
- Experience with and/or can quickly learn University of California campus specific software and systems is a plus.

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 hourly range that the University reasonably expects to pay for this position is \$32.46 (Step 5) - \$34.74 (Step 8).

- This is a non-exempt, bi-weekly paid position.
- This position is eligible for full UC Benefits.
- This is a full-time (40 hours/week), Career position that is eligible for full UC benefits.

How to Apply

- To apply, please submit your resume and cover letter.

Other Information

This position is governed by the terms and conditions in the agreement for the Clerical & Allied

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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>

- This is not a visa opportunity.
- This position is eligible for up to 20% remote work. Exact arrangements are determined in partnership with your supervisor to meet role responsibilities and department needs, and are subject to change.

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.

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 https://apptrkr.com/get_redirect.php?id=6147289&targetURL=U.S. Equal Employment Opportunity Commission poster.

The [University of California's Affirmative action policy](#).

The [University of California's Anti-Discrimination policy](#).

To apply, visit

https://careerspub.universityofcalifornia.edu/psc/ucb/EMPLOYEE/HRMS/c/HRS_HRAM_FL.HRS.CG_S

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Contact Information

Please reference Academickeys in your cover letter when
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Contact

N/A

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