

Administrative Assistant/Project Assistant UCSF/UC Hastings Consortium on Law, Science & Health Policy

Full Time Position based on grant funding: 40 hours/week
Posting Date:

THE ROLE

Under general supervision of the Executive Director of the UCSF-UC Hastings Consortium on Law, Science & Health Policy, the Administrative Assistant/Project Assistant is responsible for a variety of tasks.

RESPONSIBILITIES

Typical duties may include and are not limited to the following:

- Provides administrative support for the Consortium including assisting in preparation of grant proposals and reporting, presentations, research projects, mailings, and charts;
- Responsible for ordering supplies, photocopying, scanning, filing, and general internal organization;
- Manages the Consortium email database and assists with periodic email distributions;
- Provides administrative support for fiscal matters: travel expense reimbursement forms, check requests, etc.;
- Provides administrative support for meetings, events, or symposia: including making room reservations, coordinating catering, CLE/CME tracking, and working with UCSF and UC Hastings administration;
- Assists with web editing and coordination of online resources;
- Provides general assistance to Consortium staff, including Program, Clinic and Center Directors.
- Supports social media needs as assigned (Facebook, Twitter, Constant Contact, etc.)

REQUIREMENTS

EDUCATION AND EXPERIENCE

- Bachelor of Arts (BA) or Bachelor of Science (BS).
- Experience in performing administrative tasks in support of programs, preferably administrative programs in an institution of higher education
- Experience working with members of the legal and/or medical/scientific communities.
- Requires a high degree of individual initiative, discretion, diplomacy and mature judgment.
- Must be a self-starter with demonstrated dependability and must also work well as a team member.
- Ability to be adaptable and juggle multiple projects; willingness to learn new technologies and programs required.

KNOWLEDGE, SKILLS & ABILITIES

- PC experience and knowledge. Intermediate to advanced skills in MS Office Suite (Word 2010, Excel 2010, Power Point 2010, and Outlook 2010), WordPerfect X3 and Adobe Acrobat, Adobe In Design.
- Must be energetic, articulate and detail-oriented with excellent organizational skills and ability/willingness to contribute to developing programs.
- Intermediate to advanced skills and knowledge of the input, retrieval and display of data.
- Must be able to operate copy machine, transcription equipment, fax, optical scanner and printers.
- Must have excellent oral and written communication skills.
- Experience in web site content editing and maintenance a plus.
- Experience managing a calendar and event planning a plus.
- Familiarity with legal terminology is desirable.

THE HIRING PROCESS

This is a temporary position based on grant funding.

Please submit cover letter and resume to:

Andrea Frey, freya@uchastings.edu

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 with start date ideally being beginning of April 2012.**