



## UNIVERSITY OF CALIFORNIA HASTINGS COLLEGE OF THE LAW

As the University of California's first law school, UC Hastings College of the Law is ABA and WASC accredited and committed to outcomes-based education and assessment. It 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 1,200 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 dynamic community in which you will interact with staff, faculty and students.

### Associate Director / Senior Staff Attorney Center for Gender & Refugee Studies

**Classification:** Level 4 / Class Code 6111 / Full Time / Exempt / Benefited

**Hiring Salary Range:** (commensurate with experience)

**Posting Date:** June 20, 2014

#### THE ROLE

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 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 hundreds 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 Associate Director/Senior Staff Attorney will report to and work closely with the CGRS Director in the administration and management of the organization, including supervision of development, communications, administrative, and legal staff and development of CGRS management and administrative systems.

#### RESPONSIBILITIES

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

- Involved in all aspects of CGRS's substantive legal work – from development of legal strategies to implementation of these strategies;
- Collaborate on human rights and rule of law projects with UC Hastings student and faculty from the University's Haiti Justice Initiative;
- Engage in writing for a broad range of constituencies, for example, drafting legal briefs and analytical memos on legal developments, practice advisories for attorneys, and talking points for coalition partners;
- Work with the CGRS staff and Advisory Board to assist with the design of long-term fundraising, communication, and public relations/media plans and participate in carrying out the plans on a day-to-day basis;
- Serve as a spokesperson for CGRS in a variety of contexts.

#### REQUIREMENTS

## EDUCATION AND EXPERIENCE

- J.D. degree and admission to practice law in at least one U.S. jurisdiction;
- Minimum ten (10) years' legal experience in asylum, human rights, and/or other areas related to civil rights and social justice;
- Federal court litigation, policy advocacy, and international human rights advocacy experience;
- Experience mentoring and supervising junior attorneys;
- Experience in development/communications and non-profit management;
- Demonstrated commitment to refugee, human rights, and social justice issues.

## KNOWLEDGE, SKILLS & ABILITIES

- Fluency in Spanish required; French, Haitian Creole and other languages a plus;
- Excellent interviewing, writing, analytic, and written and oral communication skills;
- Ability to work independently and within a team;
- Ability to communicate complex legal issues to the general public;
- High level of productivity;
- Willingness to travel.

## BENEFITS

- Health, dental and vision care insurance plans
- Life Insurance
- UCRP Retirement Plan
- Disability Insurance
- Legal Insurance
- 3+ weeks of vacation starting the first year for full-time employees
- 8 hours accrued sick leave per qualifying month of service for full-time employees
- Thirteen paid holidays per year
- Credit Union
- Pre-Tax Transport Program

## THE HIRING PROCESS

To apply, go to:

<http://hrnetlogin.net/uchastings/app/app.cgi?positionsdesiredtext=Associate%20Director%20/%20Senior%20Staff%20Attorney%20-%20CGRS%20June2014>

**Failure to provide the information as required on the application form including attaching a cover letter and a resume shall 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 July 11, 2014.**

*UC Hastings College of the Law is an Equal Opportunity Employer*