

CGRS Administrative Assistant

ABOUT THE CENTER FOR GENDER & REFUGEE STUDIES

The [Center for Gender & Refugee Studies \(CGRS\)](http://cgrs.uchastings.edu) defends the human rights of courageous refugees seeking asylum in the United States. With strategic focus and unparalleled legal expertise, CGRS champions the most challenging cases, fights for due process, and promotes policies that deliver safety and justice for refugees. We are the trusted partner and proven resource for legal teams and human rights organizations, and bring invaluable data and compelling personal stories to shape the public narrative. We use strategic litigation to advance sound asylum laws and protect due process rights. Through policy advocacy and education, we provide critical expertise to policymakers at all levels of government, leading the movement to honor our commitments to refugees under U.S. and international law. Through technical assistance and training, we empower advocates to take on complex asylum cases, providing them with the tools they need to craft winning arguments and secure protections for their clients.

THE ROLE

CGRS seeks a part-time administrative assistant to support the important work of our dynamic staff. A successful candidate is a responsible and detail-oriented self-starter who takes initiative to improve the smooth functioning of our dynamic office. They will bring creative ideas, strong organizational skills, the ability to easily multi-task, will be comfortable with technology, and will be committed to refugee rights.

RESPONSIBILITIES

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

- Provide critical administrative support to the Center's staff as needed, supporting our core programs of technical assistance, training, litigation, and other advocacy work, for example, overseeing logistics for an in-person training event, booking travel, formatting and preparing court filings, and performing other necessary clerical tasks;
- Take the lead on improving office systems and procedures, providing innovative solutions to support our hardworking staff;
- Organize general office supplies, including both our physical space and supporting those working remotely;
- Schedule and coordinate events, serving as point of contact for partner organizations and UC Hastings facilities and IT departments;

- Assist in onboarding of all new staff, consultants, interns, and volunteers, providing orientation and introduction to all office and UC Hastings-wide systems;
- Support staff, interns, and volunteers with questions/issues relating to computers, printers, email, and network issues by liaising with UC Hastings IT department and trouble-shooting where applicable;
- Perform related duties as assigned.

REQUIREMENTS

Education and Experience

- A Bachelor's Degree or equivalent work experience.

Knowledge, Skills, and Abilities

- Organized, reliable, and efficient, open to learning new things, and creative and innovative approach to improving office systems.
- Strong interpersonal communication skills.
- Tech-savvy with working knowledge and experience with Microsoft Office (Word, Excel, and PowerPoint) and wide range of web and database software.
- Ability to take initiative, prioritize with minimal supervision and work independently, as well as being able to contribute as a member of a team.
- Strong work ethic and attention to detail.
- Trustworthiness with sensitive and/or confidential personnel, financial, and case information.
- Enthusiasm for the role that administration support plays in the critical work of social justice and supporting CGRS' entire team to execute our important mission.
- Committed to protecting and promoting the human rights of refugees.

The skills listed above are comprehensive, and we understand there are great candidates who possess only a subset of those skills, or who have other important skills. If you match some of these skills, please do not hesitate to apply.

SALARY

\$25 / hour

BENEFITS

Health and Welfare Benefits

- Comprehensive medical, dental and vision insurance coverage

- Flexible Spending Accounts for transportation-related, healthcare and dependent care expenses
- Employee Assistance Program

For Your Financial Future

- Life Insurance, Disability Insurance, and Legal Insurance
- University of California Retirement Plan (a defined benefit plan)
- Deferred Compensation Plans/Pre-tax Retirement Savings Programs

For Your Work/Life Balance

- Fifteen paid holidays per year
- Generous vacation and sick leave
- Commuter Benefits Program

HIRING PROCESS

This position is open until filled. To apply: <https://uc-hastings.breezy.hr/p/edd2518bc9f1-administrative-assistant>

CGRS is Equal Opportunity Employer committed to inclusive hiring and work culture. We strongly encourage applications from people of color, women, LGBTQ+ individuals, formerly incarcerated individuals, individuals with disabilities, and members of marginalized communities.

Federal law requires employers to provide reasonable accommodation to qualified individuals with disabilities. Please contact Human Resources if you require a reasonable accommodation to apply for a job. Examples of reasonable accommodation include making a change to the application process, providing documents in an alternate format, using a sign language interpreter, or using specialized equipment.