## Job Description

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Exam &amp; Clerkship Program Coordinator (7386U)</th>
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</thead>
<tbody>
<tr>
<td>Job ID:</td>
<td>20314</td>
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<tr>
<td>Department:</td>
<td>Berkeley Law</td>
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<tr>
<td>Location:</td>
<td>Main Campus-Berkeley</td>
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<tr>
<td>Full/Part Time:</td>
<td>Full-Time</td>
</tr>
<tr>
<td>Regular/Temporary:</td>
<td>Temporary Contract</td>
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</tbody>
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### About Berkeley

The University of California, Berkeley, is one of the world’s most iconic teaching and research institutions. Since 1868, Berkeley has fueled a perpetual renaissance, generating unparalleled intellectual, economic and social value in California, the United States and the world. Berkeley’s culture of openness, freedom and acceptance—academic and artistic, political and cultural—make it a very special place for students, faculty and staff.

Berkeley is committed to hiring and developing staff who want to work in a high performing culture that supports the outstanding work of our faculty and students. In deciding whether to apply for a staff position at Berkeley, candidates are strongly encouraged to consider the alignment of the Berkeley Workplace Culture with their potential for success at [http://jobs.berkeley.edu/why-berkeley.html](http://jobs.berkeley.edu/why-berkeley.html).

### Application Review Date

The First Review Date for this job is: August 19, 2015

### Departmental Overview

Berkeley Law is one of 14 schools and colleges at the University of California, Berkeley. It 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.

### POSITION OVERVIEW:

Berkeley Law is currently seeking an Exam and Clerkship Program Coordinator. The position manages the exam and clerkship activities for the law school. The position
performs high-level, independent administration of the schools’ year round Clerkship process and exam administration process for all exams including the Professional LLM Summer Program. The position acts as the Single Point of Contact (“SPOC”) for faculty and staff with respect to submission of exam confirmations, receipt and provisioning of hard copy and electronic final exams to the Law School’s website, proctor orientation and management and reconciliation of all proctored exam answers pursuant to regimented and secure protocol as approved by the Faculty Support Manager, Director of Operations, and Director of Student Services. The position also backs up the Faculty Support Unit’s Clerkship coordination efforts of our year round clerkship programs. Position is responsible for the overall security, protocol management, reconciliation, exams and temporary staff project management for all mid-terms and final exams.

This is a full-time one year Contract appointment, with benefits. The possibility of extension is based upon budget, performance and continued business needs.

Responsibilities

The Exam and Clerkship Program Coordinator will:

Manage and coordinate the pre-exam process for both regular academic year and summer LL.M. programs. Collaborate and coordinate with various units and individuals at Berkeley Law and across campus. Ensure that all activities and requirements are managed and addressed for all exam types (in-class, take-home and accommodated). Manage exam headquarters and serve as the single-point-of-contact (SPOC). Direct and train a team of proctors in the secure execution and processing of all exams. Consult with Students Services to reschedule exams or to ensure exam requirements for accommodated students are properly executed. Manage all aspects of the post-exam process, resolving issues and providing guidance to students and faculty as required.

Serve as the point person and lead members of the Faculty Support Unit (FSU) in the tracking, production, and fulfillment of all student initiated requests for letters of reference from the faculty, for highly competitive court clerkship opportunities. Ensure the completion of letters and associated online clerkship application-web based (OSCAR) requests. Act as SCOTUS Captain for all Supreme Court Clerkship application requests. Train new and existing FSU employees in the proprietary software, hardware, online databases, internal departmental storage procedures, and resources required to fulfill clerkship requests. Act as the deputy for FSU via administrative rights in the following areas: OSCAR; maintenance and development of secure storage of clerkship letters and information; collaboration with web team to develop and maintain clerkship management website; and coordinate with FSU and Career Development units to ensure timely and accurate fulfillment of year-round clerkship applications. Gather and analyze financial and other resource data; prepare
reports or analyses of operational activities, evaluation of current and proposed services, etc. as related to the exam and clerkship processes. Function as a resource on issues such as researching complex exam or clerkship discrepancies, escalated customer service problems and concerns as required. Assess and recommend changes to maintain compliance with federal and state requirements and internal policies as related to the exam and clerkship processes. Participate in the development and revision of standard operating procedures and guidelines as they apply to exams and clerkship processes. Conduct trend analyses and help develop resulting recommendations as related to the exam and clerkship processes. Develop and maintain exam and clerkship resources and budgets.

Required Qualifications

- Working knowledge of common campus-specific and other computer application programs.
- Solid communication and interpersonal skills to communicate effectively with all levels of staff, both verbally and in writing.
- Solid organizational skills and ability to multi-task with demanding timeframes.
- Ability to use discretion and maintain all confidentiality.
- Ability to use sound judgment in responding to issues and concerns.
- Ability to develop and present employee group training sessions as related to exam and clerkship processes and protocols.
- Ability to follow strict processes and protocols and lead/influence others to do the same.
- Ability to deal with ambiguity and resolve difficult issues within limited time frames.
- Excellent problem-solving skills and the ability to stay calm and be productive under pressure.
- Excellent customer service skills and responsiveness.
- Prior experience using proprietary database management programs, preferably OSCAR and SCOTUS desired.
- Ability to successfully pass a background check required.

Education/Training

- Bachelor’s degree in related area and/or equivalent experience/training.

Salary & Benefits

The annual salary range for this role is $20.73 – $26.34 per hour.

For information on the comprehensive benefits package offered by the University visit: [http://ucnet.universityofcalifornia.edu/compensation-and-benefits/index.html](http://ucnet.universityofcalifornia.edu/compensation-and-benefits/index.html)

How to Apply

Please submit your cover letter and resume as a single attachment when applying.
Criminal Background Check
This position has been designated as sensitive and may require a Criminal Background Check. We reserve the right to make employment contingent upon successful completion of a Criminal 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 see: http://www.eeoc.gov/employers/upload/poster_screen_reader_optimized.pdf
For the complete University of California nondiscrimination and affirmative action policy see: http://policy.ucop.edu/doc/4000376/NondiscrimAffirmAct