

Timothy Smagacz
Employment History

**University of Connecticut – Center for Students with Disabilities
Administrative Services Assistant III**

October 2016 - Present, Storrs, CT

Provides administrative support to the Assistant Vice President for Student Affairs and Director, Center for Students with Disabilities, supervises graduate and undergraduate student employees and Center front desk, manages large volume of student medical documentation and updates Center database regularly, assists in hiring graduate and undergraduate student employees, assists with payroll and human resource functions as required, arranges travel for Director and staff, schedules and coordinates meetings, answers routine inquiries, other duties as assigned.

**United States District Court - Northern District of California
ADR Program Administrator**

January 2005 - January 2016, San Francisco, CA

Oversaw daily operation of the Court's ADR Program, supervised two Case Administrators, drafted proposed orders and memos for the ADR Magistrate Judge's review, managed the Program's volunteer neutral database, gathered data from the Court's electronic case filing system and other databases for reports, wrote the Program's annual report and periodic newsletter, arranged travel for staff, planned and coordinated training and events, ensured compliance with State Bar regulations for issuing continuing education credit to panel attorneys, represented the ADR Program to other departments and public, oversaw all aspects of Program grants, assisted with calendaring and docketing a large volume of routine calls and events, responded to general inquiries via phone and email, provided extensive administrative support and other duties as required.

**United States District Court - Northern District of California
ADR Administrative Assistant**

July 2001 - January 2005, San Francisco, CA

Scheduled and docketed a large volume of daily routine calls (several hundred per year), oversaw all aspects of Program grants, prepared letters and memos, served as first point of contact for the Program, assisted with scheduling training and meetings, provided hospitality for ADR sessions held in the courthouse, maintained Program files, occasionally assisted Case Administrators with case assignment and follow-up, responded to general inquiries, provided routine administrative support and other duties as required.

Education

University of Connecticut, Storrs, CT
B.A., English Literature, 1996