



## Office of the Academic Dean

---

University of California Hastings College of the Law | 200 McAllister Street | San Francisco, CA 94102  
Phone 415.565.4682 | [www.uchastings.edu](http://www.uchastings.edu)

The University of California Hastings College of the Law is seeking candidates for an appointment as **Lecturer and Global Programs Advisor**.

Founded in 1878 by Serranus Clinton Hastings, the first Chief Justice of California, the UC Hastings College of the Law was California's first law school and a charter member of the Association of American Law Schools. Situated in the heart of San Francisco's Civic Center, UC Hastings is at the center of vibrant and world-renowned technology and non-profit communities.

The **Lecturer and Global Programs Advisor** teaches legal research and writing to LL.M. and M.S.L degree students, advises LL.M. students and both inbound and outbound foreign exchange students on academic matters, and assists with global programs academic programming and administration. The Lecturer and Global Programs Advisor may teach additional J.D.-level classes at the discretion of the Academic Dean. For detailed position responsibilities and qualifications, please see the description below. The Lecturer and Global Programs Advisor is supervised and evaluated by the Associate Dean for Global Programs and the Provost & Academic Dean of the law school.

UC Hastings College of the Law strongly prefers candidates with experience teaching and advising international students and demonstrated excellence in legal writing and analysis. Please send a cover letter, C.V., and list of references to [globalprograms@uchastings.edu](mailto:globalprograms@uchastings.edu). Applications will be accepted and reviewed on a rolling basis until the position is filled.

UC Hastings College of the Law is an equal opportunity employer. UC Hastings strives to provide a diverse educational environment that fosters mutual understanding and respect.

*Federal law requires employers to provide reasonable accommodation to qualified individuals with disabilities. Please contact Human Resources, 415-565-4703 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.*

## **LECTURER AND GLOBAL PROGRAMS ADVISOR**

### **HIRING SALARY RANGE**

\$70,000 - \$80,000, commensurate with experience

### **RESPONSIBILITIES**

- Teaches legal research and writing to students in the LL.M. and M.S.L. programs
- Coordinates and leads LL.M./foreign exchange student orientation in August and spring semester foreign exchange student orientation in January
- Teaches LL.M. and foreign exchange student orientation modules
- Teaches additional courses at the discretion of the Academic Dean (e.g., hybrid doctrinal/legal analysis courses, legal research and writing for J.D. students)
- Offers writing, exam taking, and legal analysis workshops and provides related tutoring for LL.M., M.S.L, and foreign exchange students
- Oversees planning for and leads LL.M./foreign exchange student academic and social programming, including brown bag lunch series with faculty and local employers, LL.M. graduation dinner, and other events
- In cooperation with the Associate Dean for Global Programs, advises LL.M. students, inbound foreign exchange students, and outbound foreign exchange students on academic matters
- Communicates frequently with professors and Records to monitor LL.M. and foreign exchange student progress, address academic concerns/issues of LL.M. and foreign exchange students, and ensure that the unique academic needs of LL.M. and foreign exchange students are addressed
- Responsible for publicizing, collecting, tracking, and maintaining forms that LL.M. students must complete (including, but not limited to, LL.M. Specialization Forms, Graduation Date Change Request Forms, Request for the Reduced Course Load Forms, etc.)
- Coordinates work related to regular WASC and ABA accreditation assessments for the LL.M. program and study abroad programs
- Updates UC Hastings Fact Sheet and other documents for LL.M. and foreign exchange students
- Responds to questions from exchange partners and inbound LL.M. and foreign exchange students
- Monitors course offerings at foreign exchange partner schools and maintains credit conversion chart for foreign exchange partner courses
- Assists the Associate Dean for Global Programs in evaluating outbound exchange student study abroad applications and related documents
- Serves as ex officio (non-voting) member of the Global Programs Committee and participates in Committee business
- May take a lead role in coordinating a Summer Legal English Institute and other summer global programs activities if UC Hastings decides to proceed with such programs
- Assists with other Global Programs matters as needed

## **POSITION REQUIREMENTS**

- JD degree from ABA accredited law school
- Minimum of two years of post-JD legal practice experience, law school teaching experience, or combination of the above
- Demonstrated excellence in professional legal writing and analysis
- Ability to teach legal analysis
- Demonstrated ability to interact effectively with foreign students and foreign institutional partners
- Experience teaching writing to foreign law students, tutoring foreign law students, or working with English as a Second Language students (preferred but not required)
- Demonstrated ability to communicate in an effective manner both orally and in writing
- High attention to detail and accuracy
- Superior interpersonal skills
- Superior organizational and time management skills
- Highly efficient, able to execute numerous projects concurrently in a fast-paced work environment and with minimal supervision