



UC HASTINGS

COLLEGE OF THE LAW

EST. 1878

The University of California, Hastings College of the Law was founded in 1878 as the law department of the University of California and was the first law school in California. Over the years, it has built a legacy and reputation of being a preeminent institution comprised of renowned faculty committed to the study of legal theory and research, preparing students for careers in the judicial system, public service, and industry.

The College is redefining legal education through an experiential, interdisciplinary, and international approach to the law. By integrating rigorous academics with hands-on practice, the College is preparing its graduates to tackle modern legal challenges.

Academic & Professional Success Specialist for the Legal Education Opportunity Program (LEOP)

Classification: Level 3 / Class Code 1717 / Exempt / Full-Time / Benefited

Hiring Salary Range: \$70,000-\$75,000 annually (commensurate with qualifications)

Posting Date: 1/12/2018

THE ROLE

Under the direction and supervision of the Assistant Dean for Academic & Professional Success (ADAPS) and the Director of the Legal Education Opportunity Program (LEOP), the Academic & Professional Success Specialist for LEOP ("LEOP APS Specialist") will implement LEOP-specific academic support programming, provide 1:1 academic support to individual students, supervise student workers, and collect and analyze program data. The position is thus a combination of program administration and direct student tutoring.

This is a one-year contract position.

RESPONSIBILITIES

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

- Assist in the design, development and implementation of new and existing academic skills and bar passage support programs and workshops targeted at LEOP students.
- Assist in hiring, training and supervising student workers employed as LEOP Tutors, who conduct weekly study groups to help LEOP 1L students to develop effective study skills and to learn how to approach law school exams.
- Coordinate the weekly LEOP Tutor-led study groups.
- Coordinate and administer periodic 1L practice exam sessions.
- Work with faculty teaching the courses for which a LEOP Tutor is assigned to develop appropriate hypothetical problems, practice exams, and rubrics to use for providing individualized feedback.
- Provide 1:1 academic counseling and support to LEOP students.
- Assist with assessment of LEOP's academic and bar passage support programs, including collecting and analyzing program data.

REQUIREMENTS

EDUCATION AND EXPERIENCE

- Juris Doctor Degree from an ABA-accredited law school;
- Experience working with non-traditional students who have experienced significant obstacles—educational, economic, social, or physical—that have restricted access to academic opportunities and resources;
- Active membership in the California State Bar;
- Prior teaching, tutoring, and/or academic program administration preferred.

KNOWLEDGE, SKILLS & ABILITIES.

- Strong legal writing, research, and analysis skills;
- Strong organizational skills for tracking data and program materials;
- Demonstrated ability to establish and maintain effective working relationships with faculty, alumni, staff, students, the public, and bar associations through responsive communications, pro bono activities, and professional presentations;
- Must be available to attend occasional evening and/or weekend events.

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
- Legal Insurance
- University of California Retirement Plan (defined benefit)
- Deferred Compensation Plans/Pre-tax Retirement Savings Programs

For your Work/Life Balance

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

THE HIRING PROCESS

To apply, please send a resume and cover letter to Academic & Professional Success Program Coordinator Katharine Mason at masonk@uchastings.edu.

Failure to provide the required information shall immediately disqualify an applicant from employment consideration.

Please Note: *This position has been designated as “sensitive” and requires a pre-employment background check.***

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.

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 filled.**

UC Hastings College of the Law is an equal opportunity employer. UC Hastings strives to provide a diverse and inclusive educational environment that fosters cultural awareness, mutual understanding and respect. UC Hastings College of the Law is interested in candidates who will contribute to diversity and equal opportunity in higher education through their teaching. Qualified women and members of underrepresented minority groups are strongly encouraged to apply.