As the University of California’s first law school, UC Hastings College of the Law is ABA and WASC accredited and committed to outcomes-based education and assessment. It boasts a rich history of achievement in the field of legal education. Established in 1878 and located in San Francisco’s Civic Center district, our vibrant institution provides outstanding instruction for nearly 1,200 students from more than 120 universities and colleges across the country. We also provide an innovative, fun and rewarding work environment for our valued employees. As a member of our team, you will enjoy a dynamic community in which you will interact with staff, faculty and students.

**Director, Bar Passage Support Program**

**Academic Dean’s Office**

**Classification:** Level 5 / Class Code 6220 / Full Time / Exempt / Benefited

**Hiring Salary Range:** $86,525 - $125,000 annually (commensurate with qualifications)

**Posting Date:** January 6, 2015

**THE ROLE**

Under the direction of the Associate Academic Dean, the Director of Bar Passage Support (DBPS) will coordinate the College’s efforts to improve the bar passage rate of our graduates by developing academic and assessment programs, teaching and advising, and reaching out to students (particularly those in the 2L and 3L years) and to graduates during their post-graduation bar preparation.

**RESPONSIBILITIES**

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

- Design and implement integrated bar passage support services (including services delivered to individuals and delivered to groups through bar passage support programs) for students, including 2L and 3L students in particular (and especially such students experiencing academic difficulty);
- Coordinate these efforts with other College departments, including faculty, Academic Success, Student Services, the Career Office, LEOP, DRP, and Student Health;
- Teach Critical Studies courses and coordinate doctrinal and skills coverage and pedagogical approach of other Critical Studies instructors;
- Provide individualized bar passage support counseling to students;
- Coordinate with faculty to promote understanding and coverage of bar exam questions and analytical skills throughout the curriculum;
- Provide summer and winter bar exam support for recent graduates;
- Work collaboratively with the Academic Success Program, as needed;
- Develop metrics, assess program and results, and adapt program annually;
- Research ongoing trends and methods to improve bar passage rates;
- Act as liaison with the State Bar and Bar Associations, as well with commercial bar courses providers;
- Establish and oversee departmental budget.

**REQUIREMENTS**

**EDUCATION AND EXPERIENCE**

- JD degree from an accredited law school;
- Proven record of success in legal education;
- Membership in the California State Bar;
• Minimum of five years of experience in teaching and/or developing bar passage support programs.

KNOWLEDGE, SKILLS & ABILITIES
• Must have excellent communication skills, both orally and in writing;
• Knowledge of a full range of learning styles and pedagogical approaches;
• Superb teaching evaluations;
• Commitment to both innovation and professionalism.

BENEFITS
• Health, dental and vision care insurance plans
• Life Insurance
• UCRP Retirement Plan
• Disability Insurance
• Legal Insurance
• 3+ weeks of vacation starting the first year for full-time employees
• 8 hours accrued sick leave per qualifying month of service for full-time employees
• Thirteen paid holidays per year
• Credit Union
• Pre-Tax Transport Program

THE HIRING PROCESS
To apply, go to:

Failure to provide the information as required on the application form including attaching a cover letter and a resume shall immediately disqualify an applicant from employment consideration.

**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*