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.

**Graduate Fellow - Interim**  
**Legal Education Opportunity Program**

**Classification:** Level 1 / Class Code 2038 / Full Time / Exempt  
**Hiring Salary Range:** $38,299 - $60,958 annually (commensurate with qualifications)  
**Duration:** February 1, 2015 – June 30, 2015 (possible renewal at end of fiscal year)  
**Posting Date:** January 9, 2015

**THE ROLE**

Under the direction and supervision of the LEOP Director, the Graduate Fellow will perform academic and administrative tasks in support of the program’s mission. This position is established for a law school graduate who is interested in developing the skills necessary to administer and teach in a law school academic support program.

**RESPONSIBILITIES**

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

- Assists the Director in the design and teaching of special workshops to improve the academic skills and bar passage rate of students from non-traditional backgrounds. Topics of workshops may include legal analysis (case and statutory), outlining, exam-writing, effective study techniques, stress management;
- Evaluates individual student work products, provides constructive feedback to individuals, and develops relevant materials;
- Evaluates programmatic components and develops statistical reports;
- Designs and monitors web and social media site;
- Counsels and advises individual students on various academic concerns;
- Assists in hiring and supervising student proctors, teaching assistants, and tutors;
- Performs other related duties as may be required.

**REQUIREMENTS**

**EDUCATION AND EXPERIENCE**

- Juris Doctor Degree from an ABA, preferably California, accredited law school required. Active membership in the California State Bar;
- Previous teaching, tutoring, and/or faculty research experience in a law school;
- Demonstrated experience working with non-traditional students in an academic or legal environment;
- Experience designing training sessions for tutors, volunteers, or other professionals.

**KNOWLEDGE, SKILLS & ABILITIES.**

- Strong legal writing, research, and analysis skills;
- Ability to design evaluation instruments, analyze data, and write statistical reports;
- Current use of social media communications in a professional environment;
• 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.

THE HIRING PROCESS
To apply, go to:
http://hrnetlogin.net/uchastings/app/app.cgi?positionsdesiredtext=Grad%20Fellow%20-%20LEOP%20January2015

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.

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