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 the legal challenges—and leverage the opportunities—of the 21st century.

Graduate Fellow
Legal Education Opportunity Program

Classification: Level 1 / Class Code 2038 / Full Time / Exempt / Benefited
Hiring Salary Range: $33,864 - $60,958 (commensurate with qualifications)
Posting Date: June 5, 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. This is a 1 to 2 year appointment.

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.

BENEFITS
• Comprehensive medical, dental and vision insurance coverage
• Life Insurance
• University of California Retirement Plan (defined benefit)
• Disability Insurance
• Legal Insurance
• Generous vacation and sick leave
• Thirteen paid holidays per year
• Pre-tax Retirement Savings Programs
• Flexible Spending Accounts for transportation-related, healthcare and dependent care expenses

THE HIRING PROCESS
To apply, go to:
http://hrnetlogin.net/uchastings/app/app.cgi?positionsdesiredtext=Graduate%20Fellow%20-%20LEOP%20Jun2015

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.

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