PART-TIME GRADUATE PROGRAMS LECTURER & ACADEMIC ADVISOR

UC Hastings Law, located in downtown San Francisco, has an increasingly popular non-lawyer masters program, the Master of Studies in Law (MSL), and also recently launched a Certificate of Studies in Law (CSL). These programs are intended for professionals in or entering a variety of careers – medicine, accounting, human resources, construction, immigration, education, business, and others – who wish to learn about the law and how to think like lawyers without becoming lawyers. UC Hastings is searching for a part-time Lecturer & Academic Advisor who will teach in and support the MSL and CSL programs, including providing students with academic advising and other support to allow us to expand our programs.

POSITION DESCRIPTION
The Lecturer & Academic Advisor will be an integral part of the MSL/CSL program team. The Advisor will teach or co-teach one or more classes and support the current administration/faculty in managing all facets of these important non-lawyer programs. The position is a part-time and one-year appointment (average of 10 hours/week).

Core job responsibilities include:

• Co-teaching or teaching agreed courses to MSL and CSL students.
• Leading or participating in regular co-curricular, programmatic, or academic advising sessions for incoming students (in June) and continuing students (in October/November for spring enrollment and June/July for fall enrollment).
• Partnering with existing staff to provide leadership and oversight of the MSL and CSL Programs, including student success, administrative/academic/social support for students, and recruiting strategies for growing the programs.
• Supporting new student orientations in August.
• Creating or maintaining documents to track students’ progress toward completion of their certificates/degrees/specializations.

Compensation for this part-time position is $23,000. The appointment may be renewed for a similar term the subsequent year, but there is no guarantee of renewal.

MINIMUM QUALIFICATIONS
Candidates must have a J.D. degree, be admitted or eligible to practice law in California, and have at least five years of practice or other professional experience. The ideal candidate is someone who enjoys mentoring and supporting diverse students, who takes
initiative, who is thorough and responsive, and who has experience or is eager to gain experience teaching.

THE HIRING PROCESS
To apply, please submit a cover letter, curriculum vitae, and the names of at least three professional and/or academic references to Director of Academic Program Services Maria Burgos (burgosm@uchastings.edu) with the phrase “Part-Time Lecturer/Academic Advisor” in the subject line. Applications will be considered on a rolling basis.

UC Hastings is an equal opportunity employer and strongly encourages candidates from diverse backgrounds to apply. UC Hastings prohibits discrimination on the basis of race, color, national origin, religion, age, sex, gender, sexual orientation, gender expression, gender identity, gender transition status, sex- or gender-stereotyping, pregnancy, physical or mental disability, medical condition (cancer-related or genetic characteristics), genetic information (including family medical history), ancestry, marital status, citizenship, or service in the uniformed services, including protected veterans.

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.