



THOMAS JEFFERSON

SCHOOL of LAW

JOB DESCRIPTION

JOB TITLE: Associate Director of Academic Success-Writing Specialist

DEPARTMENT: Academic Success Program

REPORTS TO: Director of Academic Success

POSITION STATUS: Full-time, Exempt

GENERAL SUMMARY:

The Associate Director of Academic Success- Writing Specialist will support the mission and vision of the law school as a part of the professional staff in the Academic Success Program. The successful candidate will ideally have prior experience with writing instruction or tutoring in a law school, other academic institution or law firm. The Associate Director- Writing Specialist will take the lead in evaluating, teaching and otherwise assisting students with elevating their writing skills to a level commensurate with the demands of the legal profession and other professional settings. The Associate Director- Writing Specialist will provide assistance with monitoring learning outcomes, academic performance, and academic support activities for all grade levels, and will participate in all other student retention activities as a part of the Student Services Team.

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Work with the Director of Academic Success to administer the academic success program, to include providing one-on-one and small group tutoring; providing support and guidance to the advanced student mentors/TA's, and all other tasks as assigned.
- Administer and review diagnostic writing assessments.
- Hold tutorial sessions regarding mechanical writing skills, including but not limited to grammar, sentence structure, small scale organization and dictation.
- Develop and supervise the implementation of individual writing skills remediation plans for students.
- Work collaboratively with the legal writing faculty, the Director of Academic Success and the Associate Deans to assess and address the current needs for programming and support.
- Provide structured writing, organizational and analytical assistance to current students.
- Work with the Director to tailor current programming to meet the needs of the incoming first semester first year students each term.
- Participate in the presentation of academic success program activities for first term first year students beginning with the *New Student Orientation Program*.
- Share academic success program teaching responsibilities with other Academic Success Program staff.

- Provide administrative support to the Academic Success Program.
- Serve as a member of the Student Services Team to provide support, counseling and advice to students and recent graduates.

QUALIFICATIONS:

- JD degree or other graduate degree.
- Minimum 3 years experience practicing law or delivering writing instruction in an academic institution or law firm.
- Admission to a state bar in the United States preferred but not required.
- Previous experience in legal education preferred.
- Prior academic tutoring or experience in an academic success program preferred.

WORK SCHEDULE:

- 40 hours per week, Monday through Friday, weekends and evenings as needed.

SALARY:

- Commensurate with experience.