JOB DESCRIPTION

JOB TITLE: Associate Director of Academic Success
DEPARTMENT: Academic Success & Bar Preparation
REPORTS TO: Assistant Dean of Academic Success & Bar Preparation
POSITION SUPERVISES: Work Study Students
POSITION STATUS: Full-time, Exempt

GENERAL SUMMARY DESCRIPTION: Reporting to the Assistant Dean of Academic Success and Bar Preparation, the Associate Director of Academic Success (“Associate Director”) is responsible for helping coordinate and supervise academic success and bar support programs for students at Thomas Jefferson School of Law. The Associate Director will provide assistance with and will monitor learning outcomes, academic performance, and academic support activities to all students, and will participate in other student retention activities. The successful candidate will also help support law school students and graduates as they prepare for their bar examinations, including by teaching Academic Success and bar-related courses.

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Work with the Assistant Dean of Academic Success & Bar Preparation and other department members to administer the academic success program, including by providing one-on-one and small group tutoring, by providing support and guidance to the advanced student mentors and Learning Assistants, and by completing all other tasks as assigned.
- Work collaboratively with faculty, the Assistant Dean of Academic Success & Bar Preparation, the Director of Bar Preparation and the Vice Dean or Associate Dean for Academic Affairs to assess and address the current needs for programming and support.
- Teach sections of courses that provide academic support and skill development as well as bar preparation-focused courses as needed.
- Administer and review writing assessments.
- Provide structured writing, organizational and analytical assistance to current students, including through workshops and presentations.
- Provide instruction regarding mechanical writing skills, including but not limited to grammar, sentence structure, small scale organization and dictation.
- Participate in the presentation of academic success program activities beginning with Week One, the new student orientation program.
- Work collaboratively to tailor programming to meet the needs of the incoming first semester first year students each term.
- Work collaboratively to tailor current programming and curriculum to meet the needs of students participating in the Intensive Curriculum.
- Provide administrative support to the Academic Success & Bar Prep Program.
- Work collaboratively to provide support to current students and bar candidates.
- Help to track and report information regarding programming assessments and evaluations.
• Provide support and academic advice and counseling to students.
• Enforce campus policies regarding commercial bar preparation access to Thomas Jefferson School of Law.
• Participate in committees as assigned by the Vice Dean or Associate Dean for Academic Affairs.
• Represent the law school at and participate in outside conferences and other events organized for and/or by academic support professionals.

KNOWLEDGE, SKILLS, & ABILITIES:
• J.D. from an ABA-accredited law school and a proven record of academic achievement during law school.
• Admission to a state bar in the United States, preferably California.
• At least 2 years of experience practicing law or delivering writing or other instruction in an academic institution or law firm.
• Familiarity with bar-tested subjects and bar exam format.
• Proficiency with Microsoft Office, including Word, Excel, and PowerPoint.
• Prior experience in academic tutoring or with academic support and bar preparation preferred.
• Experience with curriculum design, including an understanding of educational learning theory, best practices in teaching pedagogy, and individual learning styles preferred.
• Experience teaching writing and/or working with students for whom English is their second language preferred.
• Experience with assessment and with data collection preferred.
• Familiarity with online technology preferred.

PHYSICAL REQUIREMENTS:
• Able to sit or stand, type, read or write for extended periods of time.
• Able to handle high level of stress in a useful, constructive manner.
• Able to lift/carry materials and publications up to 20 pounds.
• Able to perform the essential functions of the job with or without accommodation.

WORK SCHEDULE:
• 40 hours per week, Monday through Friday, including evenings. Weekends will occasionally be needed.