JOB DESCRIPTION

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

GENERAL SUMMARY: Reporting to the Director of Bar Preparation, the Associate Director of Bar Preparation ("Associate Director") is responsible for helping coordinate and supervise academic success and bar support programs for students at Thomas Jefferson School of Law, with an emphasis on bar preparation. 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 all 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 and by coordinating post-graduation bar support programming.

ESSENTIAL DUTIES & RESPONSIBILITIES:
• Work collaboratively with faculty, the Director of Bar Preparation, the Assistant Dean of Academic Success & Bar Preparation, and the Vice Dean or Associate Dean for Academic Affairs to assess and address the current needs for programming and support.
• Participate in the presentation of academic success program activities, beginning with Week One, the new student orientation program.
• Work collaboratively to tailor current programming and curriculum to meet the needs of students participating in the Intensive Curriculum.
• Teach courses that provide academic support and skill development as well as bar preparation-focused courses.
• Provide administrative, research, and design support to the Assistant Dean of Academic Success & Bar Preparation and the Director of Bar Preparation.
• Work collaboratively to provide support to law students and bar candidates.
• Collaborate to design, develop, and implement the Continuing Bar Program and the Commercial Bar Support Program.
• Work with the Director of Bar Preparation and others in the department in the design of a comprehensive workshop series on topics related to the bar exam.
• Help to track and report information regarding bar passage and programming assessments and evaluations.
• 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 bar preparation or 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.
• Familiarity with online technology preferred.
• Experience 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 with assessment and with data collection 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 or more hours per week, Monday through Friday, including evenings. Weekends will occasionally be needed.