



JOB DESCRIPTION

JOB TITLE: Director of Academic Success
DEPARTMENT: Academic Success
REPORTS TO: Vice Dean / Associate Dean for Academic Affairs
POSITION STATUS: Full-time, Exempt

GENERAL SUMMARY: The Director of Academic Success will oversee an innovative program to assist students in the transition to law school, to promote their successful completion of the J.D. program, and to work collaboratively with administration and faculty to provide them with a skill-set that will transition effectively into bar exam preparation.

The Director of Academic Success will work closely with other staff and faculty members at the law school to manage and refine a program that is fully integrated with the J.D. curriculum. The Director will coordinate with the Director of Bar Preparation to ensure effective collaboration between the two departments and with the faculty. The Director will develop, implement and manage programs to promote the academic success of students at the law school. The successful candidate will be expected to exercise independence and judgment, drawing on past experience and careful analysis of the law school's particular needs, in the creation of new or revised programming. Additionally, the Director will be responsible for assessing the Academic Success Program and making periodic reports to the administration and faculty on the Program's progress and outcomes. To the extent possible, the Director of Academic Success also will represent the law school at and participate in outside conferences and other events organized for and/or by academic support professionals at other institutions.

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Perform administrative duties including contributing to reports describing academic support and its effectiveness regarding success in law school and on the bar; serve on committees such as Assessments and Outcomes Committee; contribute expertise in data analysis, working with Director of Institutional Research; and collaborate with Director of Bar Preparation and academic dean to schedule and determine staffing for relevant classes.
- Collaborate with colleagues to identify, address and resolve student-learning issues.
- Perform program design and development activities to ensure high rates of student success, which includes curriculum design and teaching in a classroom setting.
- Assess student performance processes on all levels (e.g. individually, organizationally and academically) and develop programs that support sustained improvement of the student body.
- Encourage and facilitate positive learning outcomes by working with students individually and in group settings, which include but are not limited to overseeing workshops to strengthen the students' ability to perform case analysis, synthesize material, outline, and learn effective test taking strategies; overseeing the At Risk program (Lawyering Skills II); teaching classes; holding individual conferences; working with faculty and administration, etc.

- Work with the different emotional and social backgrounds that affect a diverse, adult learner population.
- Supervise and support staff within the Academic Success Program.

KNOWLEDGE, SKILLS AND ABILITIES:

- J.D. from an A.B.A.-accredited law school and a record of academic and extracurricular success in law school;
- Successful completion of a bar exam;
- Three years of teaching experience in an educational (or similar) environment;
- Superior written, oral and interpersonal communication skills, including experience making presentations to law school students;
- Experience with curriculum design, including an understanding of educational learning theory, best practices in teaching pedagogy, and individual learning styles.
- The ability to think imaginatively and critically about techniques to improve our law students' academic development, and to design, implement and manage innovative programs to assist adult learners in reaching their academic potential;
- The ability to work well with a diverse student body, including having a cultural awareness of different learning styles;
- Strong teaching, interpersonal and counseling skills;
- Ability to work collaboratively with faculty and staff;
- Ability to manage multiple priorities under deadlines;
- Managerial and supervisory experience;
- The ability to handle highly sensitive matters with complete discretion; and
- The ability to develop techniques to evaluate and measure the efficacy of academic support programs.

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:

- Full time position, Monday through Friday, includes teaching courses some evenings. Weekends will be necessary.