

**WE ARE NEW YORK'S LAW SCHOOL****Associate Director of Academic and Bar Success Initiatives**

New York Law School (NYLS), an independent law school in the heart of Tribeca, seeks an Associate Director of Academic and Bar Success Initiatives who will assist the Associate Dean for Academic and Bar Success and the Assistant Dean for Bar Success with the overall management of the School's academic and bar success initiatives. The Associate Director will collaborate, design, coordinate, and deliver academic and bar support programming to assist J.D. students with the development of the critical skills necessary to succeed in law school, on the bar exam, and in practice.

The Associate Director of Academic and Bar Success Initiatives will work under the leadership of the Associate Dean for Academic and Bar Success. The primary focus of the Associate Director's position is bar success initiatives. This is a full-time, year-round position.

Responsibilities

- Under the direction of the Associate Dean for Academic and Bar Success, work closely with the Assistant Dean for Bar Success to collaborate, design, coordinate, and deliver bar support programming.
- Use bar passage predictive data to perform targeted outreach to students in need of intensive support to pass the bar exam.
- Work with these students in their final year of study and with graduates during the bar preparation period by evaluating and providing both groups with individualized feedback, monitoring progress in their bar preparation courses, and mentoring them throughout the bar preparation period.
- Serve as an individual support to bar takers, and provide the encouragement and empathy necessary to help them pass the bar exam.
- Assist in coordinating work with other departments to address the needs of students and graduates studying for the bar exam.
- Teach bar study-focused courses in the fall and spring, and assist in the design and teaching of bar-preparation workshops.
- Under the supervision of the Assistant Dean for Bar Success, develop, coordinate, evaluate, and monitor study plans and activities for upper-level J.D. students. Provide students with timely feedback on individual writing assignments, and work with students to improve learning strategies, as well as test-taking, time management, and organizing skills.
- Stay abreast of trends in the academic and bar support field. (The Assistant Director will be provided with opportunities for professional development and training on learning theory and pedagogy.)

Requirements

- J.D. from an American Bar Association-accredited law school, license to practice law in the United States, and excellent academic record.
- Prior academic or bar support teaching experience preferred. A suitable combination of 1 to 3 years of practice experience and adjunct teaching may be substituted for academic or bar support experience.
- Superior written, verbal, and interpersonal skills.
- Proficiency at project management, including, but not limited to, developing, planning, and implementing goals.
- Ability to work collaboratively with all members of the Law School community.
- Ability to collect, interpret, and analyze data.
- Ability to work under pressure.
- Some evening and weekend availability required.
- Knowledge of academic programs pertaining to law students.
- Working knowledge of formats for written legal analysis (e.g., IRAC, CIRAC, CREAC).
- Knowledge of educational theories and learning styles.
- Working knowledge of the Uniform Bar Exam.
- Proficiency with Microsoft Excel, and the ability to learn new programs as needed.

Compensation and Benefits

The position offers a highly competitive compensation and benefits package.

How to Apply

Submit a cover letter, *curriculum vitae*, writing sample, and a copy of the applicant's official or unofficial law school transcript to Kitty Montanez, Associate Director of Human Resources, at jobs@nyls.edu.

About New York Law School

Founded in 1891, New York Law School (NYLS) is an independent law school located in Tribeca, the heart of New York City's legal, government, financial, and emerging tech centers. Known as "New York's law school," NYLS embraces the city as its classroom by complementing a rigorous legal education with an innovative and diverse set of "uniquely New York" experiential learning opportunities. Since opening its doors, NYLS has produced graduates who have gone on to hold high elected and appointed office in the city, lead large and small firms, and gain broad recognition as captains of business and industry. Its renowned faculty of prolific scholars has built the School's strength in key areas of the law, including business and financial services, intellectual property and privacy, and government and public interest law. NYLS has more than 18,000 graduates and currently enrolls around 1,100 students in its full-time and part-time J.D. programs. The School also offers an advanced-degree program in Tax Law.

New York Law School is an Equal Opportunity Employer

All qualified candidates will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national or ethnic origin, age, disability, or veteran status, or any other characteristic protected by law.