

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

New York Law School (NYLS), an independent law school in the heart of Tribeca, seeks an Associate Director of Academic Success Initiatives who will assist the Academic and Bar Success Initiatives team with the overall management of the School's academic success initiatives. The individual will collaborate, design, coordinate, and deliver academic 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 Success Initiatives will work as a member of the Academic and Bar Success Initiatives Team under the leadership of the Senior Assistant Dean for Academic Success. The primary focus of the Associate Director's position is academic success initiatives. This is a full-time, year-round position with a higher workload during the fall and spring semesters and a lower workload during the middle of the summer semester.

The Associate Director will be provided with opportunities for professional development and training on learning theory and pedagogy.

Responsibilities

- Work to collaborate, design, coordinate, and deliver academic support programming under the direction of the Senior Assistant Dean for Academic Success
- Use predictive data to perform targeted outreach to students in need of intensive support to succeed in first-year and upper-division courses
- Work with students before and during orientation—as well as during the first and second years of law school by evaluating and providing both groups with individualized feedback, monitoring progress in their core courses, and mentoring them throughout their development as expert law students
- Teach in New York Law School's 1L programming, including but not limited to the Summer Advantage Institute, Fall Orientation, Foundations for the Study of Law, First-Year Academic Support Program, AIM for Success, and Success in 2d Semester Workshop Series
- Teach in New York Law School's upper-level J.D. programming, including, but not limited to, the Success in Evidence Workshop series.
- Recruit, train, and oversee Teaching Fellows in the First-Year Academic Support Program and Teaching Assistants in the Success in 2d Semester Workshop Series and NYLS Pro Evening Division
- Coordinate work with other departments to address the needs of 1L and upper-division students
- Conduct additional skills programming and workshops with student organizations as needed
- Under the supervision of the Senior Assistant Dean for Academic Success, develop, coordinate, evaluate, and monitor study plans and activities for upper-level J.D. students; provide students with timely feedback on work product and learning strategies as well as test-taking, time management, and organizing skills
- Stay abreast of trends in the academic and bar support field

Requirements

- J.D. from an American Bar Association-accredited law school, license to practice law in the United States, and an excellent academic record
- A suitable combination of one to three years of academic or bar success experience; relevant practice experience; adjunct instruction, law school teaching assistant work, other significant past teaching; and/or relevant law student leadership or student support roles are required for candidates
- A strong commitment to service and evidence of ability to collaborate with—and inspire and motivate—a diverse population of faculty, students and staff in a variety of settings
- 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
- Knowledge of academic programs pertaining to law students
- Working knowledge of formats for written legal analysis (e.g., IRAC, IREAC, CRAC, CIRAC, CREAC)
- Knowledge of educational theories and learning styles
- Working knowledge of the Uniform Bar Exam
- Proficiency with Microsoft Office and the ability to learn new programs as needed
- Some evening and weekend availability required

Compensation

The position offers a salary range of \$85,000 to \$90,000. Compensation includes a competitive benefits package.

How to Apply

Submit a cover letter and résumé or C.V. to Kitty Montanez, Associate Director of Human Resources, at jobs@nyls.edu. Your cover letter should specifically address how your academic and professional background informs your prospective ideas on engaging law students.

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 20,000 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, gender expression, national or ethnic origin, age, disability, or veteran status, or any other characteristic protected by law.