



Human Resources

Position Announcement
Assistant Director of Academic Support and Bar Readiness
Recruitment No.

Human Resources seeks candidates for the Assistant Director of Academic Support and Bar Readiness position in the School of Law.

Responsibilities

The Assistant Director of Academic Support and Bar Readiness will assist in the design of programs to improve the critical skills necessary for students to succeed in law school, on the Bar Exam, and in practice.

Law School Academic Support Program: Provide support and/or teach in academic success courses. Work one on one with students on academic probation or at academic risk to help them develop habits and methods to improve their academic performance.

Design and implement periodic assessments of academic support programs to identify program facets that offer opportunities for continuous improvement. Provide individual assessment and small group tutoring.

Complete assessment projects as assigned by the program director.

Law School Bar Readiness Program: Coordinate and provide instruction during the winter and summer bar preparation initiatives.

Coach and support students and alumni as they prepare for the bar exams. Offer active learning workshops on bar essay writing and on multiple choice test taking skills. Read and critique student practice essays and provide feedback to assist in further essay development and improvement.

Stay current about trends and developments in the uniform and multistate bar exams. Consult with faculty members to encourage and recommend integration of bar like experiences into their courses. Perform additional job related duties as necessary or assigned.

Required Qualifications: Juris Doctor degree from an ABA approved law school, with a strong academic record, and successful completion of a bar exam. Background demonstrating a potential for excellence in academic support. Understanding of legal pedagogy including current trends. Strong oral presentation skills and ability to remediate complex legal rules. Excellent written communication and legal writing skills. Ability to manage multiple tasks and meet deadlines. Demonstrated ability to work with a diverse student body and work collaboratively with faculty and staff. Proficiency with Microsoft Excel and PowerPoint. Must have passed a state or uniform bar exam and hold a current license to practice law.

Preferred Qualifications: Experience running a law school academic support program or other relevant teaching or tutoring experience. Law practice experience. Experience using TWEN, D2L, and Banner.

Application Procedures

Submit a letter of interest, resume, Resume Supplement form (available at www.washburn.edu/hrforms), copy of unofficial transcript(s) for highest level of postsecondary education (official transcript for all levels of postsecondary education may be requested upon hire), and names and phone numbers of three professional references to getajob@washburn.edu or to Washburn University Human Resources, 118 Morgan Hall, 1700 SW College, Topeka, Kansas 66621. Applicants are encouraged to submit complete applications by July 17, 2017. Applications will continue to be reviewed until interviews are scheduled.

Salary is upper \$60,000 to lower \$70,000 commensurate with qualifications. Washburn provides an excellent fringe [benefits](#) package. Employment at Washburn University will be conditioned upon satisfactory completion of a background check.

Washburn University is an Equal Opportunity Employer. To enrich education through diversity, candidates from underrepresented groups are encouraged to apply.