

**Associate Director of Academic and Bar Success  
(Full-Time; Academic Specialist)**

Primary Role

The Associate Director of Academic and Bar Success will assist the Director of Academic and Bar Success in designing and implementing McKinney's academic and bar support initiatives in order to provide a comprehensive and meaningful academic experience for law students. The Associate Director will create content for and teach workshops designed to assist law students with the transition to law school and to promote successful completion of their legal studies. The Associate Director will meet with and counsel students on their academic skills development; develop and oversee the execution of individualized learning plans; and provide one-on-one assistance for at-risk students. In addition, the Associate Director will teach or co-teach skills courses, assist with the supplemental bar preparation program, and assist with program reporting and assessment.

Primary Job Duties and Responsibilities

| % of Time | Duty/Responsibility  |
|-----------|--|
| 50%       | Provide individual assistance and counseling, including regularly scheduled meetings, with students in academic difficulty and at-risk students. Develop and monitor academic plans and recovery plans for individual students. Track student success and academic performance for students in academic difficulty and at-risk students. Review and provide critical and constructive feedback on exercises and practice exams. Advise at-risk students on course selection. |
| 25%       | Create content for and teach a comprehensive not-for-credit 1L workshop program focusing on the development of academic skills such as case synthesis, outlining, legal analysis, critical reading, and exam preparation. Teach or co-teach Bar Exam Substance, Strategies, and Tactics and/or Advanced Legal Skills and Analysis with the Director and/or other faculty (not to exceed 3 credits per semester) as arranged by the Vice Dean.                                |
| 10%       | Assist with supplemental bar prep program, including conducting practice exam sessions, teaching skills and strategies workshops, and providing critical and constructive feedback on essays and MPTs.   |
| 5%        | Assist with Dean's Tutorial Society (DTS), including training peer tutors and facilitating one-on-one tutor matches.   |
| 5%        | Assist with collection and organization of data for long-term assessment of: (a) student participation in Academic and Bar Success programming and course offerings, (b) individual student academic and bar exam performance, and (c) McKinney School of Law retention and bar passage rates.   |
| 5%        | Perform other duties in support of the Academic and Bar Success program as assigned by the Director of Academic and Bar Success or the Vice Dean.  |

Qualifications

**Minimum Education:** J.D. degree from an ABA accredited law school.

**Minimum Experience:** Three or more years of post-law school experience or higher education experience; current or previous admission to a state bar in the United States, preferably Indiana; teaching, advising, tutoring, counseling, or related experience preferred.

**Required knowledge, skills, and abilities:** Strong legal writing, research, and analysis skills. Strong communication and public speaking skills. Ability to build rapport with a diverse population of students, faculty, and staff. Commitment to fostering a diverse and inclusive community. Ability to identify methods to enhance learning for multiple learning styles. Demonstrated ability to exercise sound, ethical, and professional judgment. Proficient in compiling and analyzing data for statistical analysis. Intermediate knowledge of Microsoft Office Suite and Canvas or similar classroom management platform. Some evening and weekend work necessary based on program and student needs.