



# UC HASTINGS

COLLEGE OF THE LAW

EST. 1878

The University of California Hastings College of the Law was founded in 1878 as the law department of the University of California and was the first law school in California. Over the years, it has built a legacy and reputation of being a preeminent institution comprised of renowned faculty committed to the study of legal theory and research, preparing students for careers in the judicial system, public service, and industry.

The College is redefining legal education through an experiential, interdisciplinary, and international approach to the law. By integrating rigorous academics with hands-on practice, the College is preparing its graduates to tackle the legal challenges—and leverage the opportunities—of the 21st century.

## DIRECTOR OF LEGAL EDUCATION OPPORTUNITY PROGRAM LEOP

**Classification:** Level 5 / Class Code 7110 / Exempt / Full-Time / Benefited

**Hiring Salary Range:** \$86,525 - \$121,133 (commensurate with qualifications)

**Posting Date:** July 7, 2017

### THE ROLE

The Legal Education Opportunity Program (LEOP) was created in 1969 to make a top-tier legal education accessible to those who come from significantly adverse backgrounds. LEOP recognizes that the traditional numeric criteria used in general admission may not be sufficient indicators of academic potential for students who have experienced significant adversity that has restricted access to academic opportunities and resources. The LEOP Director manages the admissions, support, and community-building facets of the program within the administrative infrastructure established by the College. The LEOP Director reports to the Assistant Dean for Academic and Professional Success.

### RESPONSIBILITIES

Typical duties and responsibilities consist of, but are not limited to, the following:

- Designing, implementing and administering programming, including, by way of example, orientation, academic support and skills instruction, professional development, and community-building activities;
- Advising students;
- Hiring, training and supervising LEOP student Teaching Assistants;
- Coordinating with faculty and other departments at the College;
- Developing and administering other academic resources, services and programming as appropriate;
- Participating in the LEOP admissions process;
- Program budgeting; and
- Program reporting and assessment.

### REQUIREMENTS

#### KNOWLEDGE, SKILLS & ABILITIES.

- Requires an understanding of the challenges faced by, and the ability to provide support to, those who have experienced significant educational, economic, social, or physical adversity.
- Requires knowledge of the law, principles of supervision, program management, and budget administration.
- Requires the ability to select, train and evaluate tutors and instructors, supervise administrative staff, engage in academic support, prepare and administer a budget, communicate effectively, counsel and advise students, and interact effectively with staff, faculty and students.

## EDUCATION AND EXPERIENCE

- Requires possession of a J.D. degree and training and experience which results in the possession of the knowledge, skills, and abilities listed above.

## BENEFITS

### Health and Welfare Benefits

- Comprehensive medical, dental and vision insurance coverage
- Flexible Spending Accounts for transportation-related, healthcare and dependent care expenses
- Employee Assistance Program

### For your Financial Future

- Life Insurance
- Disability Insurance
- Legal Insurance
- University of California Retirement Plan (defined benefit)
- Deferred Compensation Plans/Pre-tax Retirement Savings Programs

### For your Work/Life Balance

- Fourteen paid holidays per year
- Generous vacation and sick leave
- Commuter Benefits Program

## THE HIRING PROCESS

To apply, go to:

<http://hrnetlogin.net/uchastings/app/app.cgi?positionsdesiredtext=Director%20LEOP%20-%20LEOP%20Jul2017>

**Failure to provide the information as required on the application form including attaching a cover letter and a resume shall immediately disqualify an applicant from employment consideration.**

**Please Note: *\*\*This position has been designated as “sensitive” and requires a pre-employment background check.***

*Federal law requires employers to provide reasonable accommodation to qualified individuals with disabilities. Please contact Human Resources if you require a reasonable accommodation to apply for a job. Examples of reasonable accommodation include making a change to the application process, providing documents in an alternate format, using a sign language interpreter, or using specialized equipment.*

## WHAT TO EXPECT

Applicants who meet the position requirements will be competitively evaluated to identify the individuals whose breadth and depth of experience and education most closely relate to the stated requirements and the needs of the College. Depending on the quality and number of the

applications received, only the better qualified applicants may be contacted for an interview. **The position is open until filled.**

*UC Hastings College of the Law is an Equal Opportunity Employer*