**Associate Director, Law Academic Support Standard Job Description**

**Classification Title:** Associate Director, Law Academic Support

**FLSA Exemption Status:**Exempt

**Pay Grade:** 14

**Job Description Summary:**

The Associate Director, Law Academic Support contributes to the development and management of academic support and bar-pass programs.

**Essential Duties and Responsibilities:**

**40% Program Development and Implementation**

* Assists in formulating and implementing policies and procedures for the academic support program.
* Participates in curriculum and program development work.
* Develops and maintains appropriate program materials and administrative records for all academic support sessions.
* Conducts seminars and workshops for students.
* Facilitates the Academic Support section of orientation as needed.

**20% Student Support and Mentoring**

* Provides consultations and mentoring for students as needed.
* Runs the second semester program for at-risk first-year students.
* Conducts conferences with students preparing for the bar exam.
* Mentors and counsels new teaching assistants.

**10% Bar Preparation Support**

* Assists leadership in planning and designing the Bar Preparation Course.
* Organizes and administers practice exams for all 1L substantive classes.
* Assists in planning and implementing the Bar Mentoring Program.
* Conducts various bar preparation workshops.

**10% Training and Supervision**

* Works with leadership on strategic planning for the department.
* Recruits, interviews, and supervises first-year teaching assistants.
* Conducts weekly teaching assistant training sessions.
* Maintains appropriate records for the second-semester program for at-risk students.

**20% Duty Title (for the department's use)**

* Remaining Percentage Can Be Determined by Department to Meet Business Needs or Can Be Incorporated into Percentages Above.

**Qualifications:**

**Required Education:**

* Juris Doctorate

**Required Experience:**

* Two years of related experience.

**Required Licenses and Certifications:**

* None

**Required Knowledge, Skills, and Abilities:**

* Ability to multitask and work cooperatively with others.

**Additional Information:**

**Machines and Equipment:**

* Computer
* Telephone
* Standard Office Equipment

**Physical Requirements:**

* None

**Other Requirements and Factors:**

* This position is security sensitive
* This position requires compliance with state and federal laws/codes and Texas A&M University System/TAMU policies, regulations, rules and procedures
* All tasks and job responsibilities must be performed safely without injury to self or others in compliance with System and University safety requirements

**Is this role ORP Eligible? If so, it needs to meet the criteria on the** [**Rules and Regulations of the Texas Higher Education Coordinating Board**](https://reportcenter.highered.texas.gov/reports/data/user-friendly-version-of-ch-25/)**.**

[ ]  **Yes**

[x]  **No**

**Does this classification have the ability to work from an alternative work location?**

[ ]  **Yes**

[x]  **No**