

Mitchell Hamline School of Law was formed in December 2015 upon the combination of William Mitchell College of Law and Hamline University School of Law. It is an independent law school with a strong, visible, and enduring relationship with Hamline University. Mitchell Hamline embraces a mission of access to the legal profession by students from diverse backgrounds, and we offer the Juris Doctor degree in four programs: a full-time weekday program, a part-time evening program, a part-time weekend program, and in a unique hybrid online program.

Reporting to the Dean of Academic Excellence, the Assistant Director will be responsible for directing the Law School's programs and initiatives designed to enrich students' learning experiences and help prepare students to pass the bar exam. The Assistant Director will provide for the effective and comprehensive delivery of programs and initiatives designed to assist law students in the transition to law school, promote successful completion of their legal studies, and prepare students to pass the bar exam. The Assistant Director will meet with and counsel students on their academic progress; develop and oversee the execution of individualized learning plans; teach classes and workshops; develop, implement and report on programs and initiatives; provide one-on-one tutoring; recruit, train, and evaluate adjunct faculty and students involved in student-led programs; and participate in the development and implementation of events and programs that provide a comprehensive and meaningful academic experience for law students.

Qualifications: J.D. from an ABA-accredited law school; admission to the bar; minimum of 1 year of legal practice or post-graduate clerkship; minimum 2 years teaching, advising, or mentoring students preferably in the area of bar preparation or academic support; strong legal writing, research, and analysis skills; ability to build rapport with students, faculty and staff; demonstrated ability to exercise sound, ethical, and professional judgment; and proficiency with Microsoft Office Suite and social learning platforms. Some evening and weekend work necessary based on program and student needs.

To apply please send cover letter and resume, salary requirements and three professional references by e-mail to hr@mitchellhamline.edu; by fax to (651) 290-8645; or by mail to Human Resources, Mitchell Hamline School of Law, 875 Summit Avenue, St. Paul, MN 55105.

Members of under-represented groups are encouraged to apply. AA/EOE.