

## **Law School Executive Director of Bar Preparation and Licensing Programs**

**Job ID:** 25776

**Location:** CUNY School of Law

**Full/Part Time:** Full-Time

**Regular/Temporary:** Regular

### **POSITION DETAILS**

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City University of New York (CUNY) School of Law seeks highly qualified and innovative candidates for the position of Executive Director of Bar Preparation and Licensing Programs. CUNY School of Law is a national leader in progressive legal education with a dual mission of training a diverse group of students to become excellent public interest attorneys and providing access to the profession for members of historically underrepresented communities. As part of its mission, the School prepares students to practice "Law in the Service of Human Needs," including intensive license preparation.

The Executive Director of Bar Preparation and Licensing administers various programs to full-time and part-time graduating law students who are preparing for a license to practice law. They lead the development, implementation and assessment of programs and services to produce high-quality bar exam results and meet other strategic goals. They collaborate with different departments and external vendors, and oversees staff, budget, and operations.

Reporting to the Senior Associate Dean of Academic Affairs, the Executive Director of Bar Preparation and Licensing Programs will be responsible for the success of various operations and programs related to licensure. They will:

- Administer bar support and training programs
- Train and supervise faculty and adjuncts for bar preparation teaching
- Oversee the bar mentor program
- Oversee the recruitment and training of bar graders
- Incorporate state and judicial requirements for admission to the bar in the programs
- Be responsible for implementing emerging strategies and methodologies for bar preparation
- Administer budget, operations, and materials for the program

Executive Director of Bar Preparation and Licensing Programs duties include, but are not limited to:

- As the lead administrator of the bar preparation program, prepare and oversee the implementation of plans, budgets, data, and other reports for institutional assessment of the program
- Design and implementation of current curriculum to prepare for the Uniform Bar Exam (UBE) in New York and other jurisdictions
- Ensure new curriculum for New York-specific examination requirements are incorporated in the programs on a regular basis

- Train faculty and adjunct teachers in course content and teaching methods related to CORE Doctrine and Applied Legal Analysis, the Law School's intensive bar preparation courses
- Supervise the law school's innovative Bar Mentor Program to prepare for winter/summer bar examination
- Develop specific bar preparation methodologies to assist law school's part-time Program students
- Provide faculty support through presentations and workshops on topics related to the bar exam and integration of bar skills into doctrinal coursework
- Work with other academic support units to synchronize exam writing methodologies across departments
- Coordinate and implement New York State's other licensing requirements, including: Law School Bar Certification for character and fitness, Pro Bono requirements for law student applicants, skills competency and professional values requirements for admission to the New York Bar, and other requirements as needed
- Stay current on emerging pedagogies related to all aspects of bar exam preparation
- May provide instruction in bar preparation, as needed
- Responsible for purchasing/procurement and interaction with bar exam preparation vendors

This position may require evenings and weekends.

## **QUALIFICATIONS**

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This position is in CUNY's Executive Compensation Plan. All executive positions require a minimum of a Bachelor's degree and eight years' related experience. Additional qualifications are defined below.

- J.D. degree
- Law school teaching experience and bar preparation teaching experience
- In-depth knowledge of legal writing, traditional and innovative law school curricula, and academic support issues are a plus.
- Excellent oral and written communication skills, as well as a proven record of accomplishment working in multi-racial and multicultural institutions.
- Strong interpersonal skills are highly desirable.

## **CUNY TITLE**

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Professional School Assistant Admin

## **COMPENSATION AND BENEFITS**

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\$138,512-\$150,000

Salary commensurate with education and experience.

CUNY's benefits contribute significantly to total compensation, supporting health and wellness, financial well-being, and professional development. We offer a range of health plans, competitive retirement/pension benefits and savings plans, tuition waivers for CUNY graduate study and generous paid time off. Our staff also benefits from the extensive academic, arts, and athletic programs on our campuses and the opportunity to participate in a lively, diverse academic community in one of the greatest cities in the world.

Candidates will be required to provide proof of being fully vaccinated against COVID-19 upon commencing employment. Exemption (medical or religious) requests to this requirement will be considered in accordance with applicable law. Being fully vaccinated is defined for this purpose as being at least two weeks past their final dose of an authorized COVID-19 vaccine regimen. Final candidates must be fully vaccinated as of their first day of employment. Until further notice, this is a hybrid position, eligible to work remotely and work in the office.

## **HOW TO APPLY**

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To apply, go to [www.cuny.edu](http://www.cuny.edu), access the employment page, log in or create a new user account, and search for this vacancy using the Job ID or Title. Select "Apply Now" and provide the requested information.

## **CLOSING DATE**

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This position is open until filled. Application review will commence after January 29, 2023.

## **JOB SEARCH CATEGORY**

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CUNY Job Posting: Executive

## **EQUAL EMPLOYMENT OPPORTUNITY**

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CUNY encourages people with disabilities, minorities, veterans and women to apply. At CUNY, Italian Americans are also included among our protected groups. Applicants and employees will not be discriminated against on the basis of any legally protected category, including sexual orientation or gender identity. EEO/AA/Vet/Disability Employer.