

JOB DESCRIPTION

Position Title	Department	Reports to
Adjunct Professor	Faculty	Dean
Employment Status	FLSA Status	Effective Date
<input checked="" type="checkbox"/> Seasonal <input type="checkbox"/> Full-Time <input checked="" type="checkbox"/> Part-Time	<input checked="" type="checkbox"/> Non-Exempt <input type="checkbox"/> Exempt	Fall Semester 2021

POSITION SUMMARY

Two adjunct professor positions for the Trial Advocacy course are available at Lincoln Law School of Sacramento. Trial Advocacy is a 16-week, three unit, required course taken in the fourth year with class beginning in the fall semester (mid-August) and concluding in late November. The class is offered 6:30 to 9:15 on Wednesdays evenings.

Course Description: Practical instruction designed to introduce students to the basic skills necessary to present a case in court in a competent, efficient, and convincing manner. The class is based on taking a trial and breaking it down into its fundamental components: case analysis, theory development, motions, jury selection, opening statement, direct examination, cross examination, closing argument, introduction of exhibits into evidence, strategy, and ethical considerations. The class emphasizes "learning by doing." Students participate in classroom practice exercises of key trial components, and conclude the course with the presentation of a full mock trial.

The course is co-taught with two professors sharing responsibilities. It is expected that both professors be present on all course evenings.

The class will be held on site at school facilities. Due to the pandemic, however, course instruction is currently offered remotely via Zoom. At this point it is unclear whether fall classes will be remote or in person.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The essential duties include, but are not limited to the following:

- Provide high level instruction to fourth-year law students on trial skills and advocacy including both lecture and practice exercises
- Coordination with co-professor to develop a strategy and schedule designed to most efficiently and effectively present course content
- Coordinate with co-professor in selection of course materials including an appropriate text
- Develop an effective Zoom presentation approach to course content, if necessary
- Address student concerns and questions relating to trial advocacy
- Comply with all relevant California Accredited Law School Rules and Guidelines and WASC requirements
- Other similar tasks deemed beneficial to students and the school as required

PREFERRED QUALIFICATIONS (KNOWLEDGE, SKILLS, AND ABILITIES)

- Extensive experience in trial work
- Active membership in a state bar or active/retired member of the judiciary

- Interpersonal and communication skills allowing for productive rapport with faculty, staff, students and other stakeholders
- Teaching experience at the college/law school level or continuing education of the bar is preferred but not required

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions.

While performing the duties of this position, the employee is regularly required to talk or hear. The employee frequently is required to use hands or fingers, handle or feel objects, tools, or controls. The employee is occasionally required to stand; walk; sit; and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this position include close vision, distance vision, and the ability to adjust focus. The noise level in the work environment is usually low to moderate.

Please submit a cover letter and resume to HR@lincolnlaw.edu.

NOTE

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an “at will” relationship.

Reviewed with employee by

Signature: _____ **Name (print):** _____

Title: _____ **Date:** _____

Received and accepted by

Signature: _____ **Name (print):** _____

Title: _____ **Date:** _____

The company is an Equal Opportunity Employer, drug-free workplace, and complies with Americans with Disabilities Act (ADA) regulations as applicable.