

JOB DESCRIPTION

Position Title	Department	Reports to
Student Resource Center Director	Student Resource Center	Dean
Employment Status	FLSA Status	Effective Date
<input type="checkbox"/> Temporary <input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time	<input type="checkbox"/> Non-Exempt <input checked="" type="checkbox"/> Exempt	

POSITION SUMMARY

The Student Resource Center Director administers the Student Resource Center (SRC), including the day-to-day management of the SRC and providing academic support to students and cultivating and maintaining an environment that is conducive to student learning. The Student Resource Center Director, working closely with the Dean, also provides support for law faculty research, and teaching activities. The Student Resource Center Director provides strategic vision, operational management, and ensures outstanding service to faculty and students in the Law School.

ESSENTIAL DUTIES AND RESPONSIBILITIES

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

- Help students identify and strengthen their academic abilities and provide assistance to students facing the challenges of law school.
- Coordinate and oversee academic support programs, workshops and seminars, including the peer review academic support program.
- Provide day-to-day management of the SRC, including overseeing the staff of the SRC.
- Assist students in improving academic achievement by meeting with them in-person or online to clarify learning challenges and work on study skills. This may include providing tutorial assistance and academic support to students.
- Oversee the library, including an extensive collection of digital materials and limited print materials.
- Provide legal reference assistance to students.
- Instruct and assist students and faculty in the use of the study aids/resources provided through the SRC.
- Assist student and faculty with access to electronic legal databases.
- Coordinate with Legal Writing professor to leverage the academic support provided by the SRC with the Legal Writing course.
- Set the strategic direction for the SRC.
- Foster effective working relationships with faculty, students, and staff.
- Working with the Dean, conduct periodic formative and summative assessments of the SRC to better support the learning objectives of the students. This may include using data about usage and effectiveness of the SRC services to improve services to advance student success and retention and writing occasional (usually once per semester) reports as requested by the Dean.

- Work to support school wide learning environment that acknowledges diversity and utilizes diverse tools and resources to raise awareness for how and what we learn.
- Perform other functions and job-related duties assigned.
- Be well organized, reliable and self-directed.
- Perform all duties and maintain all standards in accordance with Lincoln Law School's mission, policies, and procedures.

MINIMUM QUALIFICATIONS (KNOWLEDGE, SKILLS, AND ABILITIES)

- JD required and membership in the California State Bar desirable.
- Prior teaching or tutoring experience required.
- The Student Resource Center Director must have excellent communication skills, both written and verbal skills, function well in a multi-task environment, meet deadlines and be comfortable working without supervision. The Student Resource Center Director must have strong organizational skills and must demonstrate strong customer service orientation.

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.

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

To apply for this position, please email your cover letter and resume to HR@lincolnlaw.edu.