

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 2022

POSITION SUMMARY

One adjunct professor position for the Community Property course is available at Lincoln Law School of Sacramento. Community Property is offered in the fall semester beginning in mid-August through the end of October, totaling two units. **The class is scheduled to be offered in the on-site pathway, meeting at the School on Wednesday nights from 6:30 p.m.- 9:15 p.m.**

Course Description – An introduction to the determination of community, quasi community, or separate property and such property’s management and control, liability for debts, and division through termination of the martial relationship.

ESSENTIAL DUTIES AND RESPONSIBILITIES

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

- Provide instruction to third-year law students on the determination of community, quasi community, or separate property and such property’s management and control, liability for debts, and division through termination of the martial relationship from the approved curriculum in accordance with the assigned course schedule
- Actively participate in meetings and activities scheduled by the Dean and/or Director of Institutional Effectiveness, Assessment, and Curriculum to prepare the course content and objectives
- Motivate students to actively participate in all aspects of the educational process
- Maintain and evaluate records of student's academic performance within the grading systems of the Learning Management System (LMS) and the school
- Maintain all administrative/academic components of the course section, including grading of assignments, exams and activities
- Maintain communication, with the Dean and/or Director of Institutional Effectiveness, Assessment, and Curriculum on a regular basis regarding course and student-related performance, problems and concerns
- Respond in a clear and well-expressed manner to student questions within one to two business days
- Host office hours and/or individual student meetings by phone, video conference, and/or in-person

- Partner with faculty teaching the course in the hybrid pathway on curriculum and exams
- Comply with all relevant California Accredited Law School Rules and Guidelines and WSCUC requirements
- Other similar tasks deemed beneficial to students and the school as required

PREFERRED QUALIFICATIONS (KNOWLEDGE, SKILLS, AND ABILITIES)

- Experience in family law, including experience in the determination of rights and liabilities of spouses in relations to community, quasi community, or separate property
- 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

REQUIRED QUALIFICATIONS (KNOWLEDGE, SKILLS, AND ABILITIES) & TECHNOLOGY REQUIREMENTS

- Active membership in a state bar (California preferred) or active/retired member of the judiciary.

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.