

UNIVERSITY OF MASSACHUSETTS DARTMOUTH POSITION DESCRIPTION

OFFICIAL JOB TITLE: Faculty Pre-Law Advisor

DIVISION: Academic Affairs
DEPARTMENT: Academic Affairs

BARGAINING UNIT STATUS: AFT

FLSA STATUS: Exempt

REPORTS TO: Associate Provost for Undergraduate Affairs

SUPERVISES: None

SUMMARY OF POSITION: The faculty Pre-Law Advisor provides academic and pre-professional advising and other services for students, prospective students, and alumni of UMass Dartmouth who aspire to legal education. The Pre-Law Advisor works with students, faculty, and off-campus constituents (e.g., law school admissions officials) to help UMassD students learn about, apply for, and gain entry into law school. Along with the CAS STAR Center pre-professional advisor, the faculty Pre-Law Advisor provides advising to new and continuing students throughout the non-response period (i.e., summer break) as needed. The faculty Pre-Law Advisor will initially serve July 1, 2024 through June 30, 2025 and will be eligible for annual reappointment by mutual agreement through June 30, 2027.

EXAMPLES OF PRIMARY DUTIES AND RESPONSIBILITIES¹:

Administrative

- Maintain an active list of pre-law students and maintain COIN student groups
- Maintain Law School Admission Council (LSAC) account information and review for current and alumni student activities
- Maintain active membership and engagement in the Northeast Association of Pre-Law Advisors (NAPLA) and communicate regularly with counterparts at other UMass campuses
- Create and administer the budget for Pre-Law, including ordering materials, allocating funds for travel and related activities
- Maintain and coordinate paperwork related to the 3+3 with UMass Law, including contracts, registrar forms, and related activities in coordination with STAR Center pre-professional advisor

Advising

- Meet with students to advise on pre-law pathways, including law school choice, LSATs, and the admissions process, during the academic year and summer
- Collaborate with the STAR Center pre-professional advisor and faculty advisors of the Legal Studies minor and pre-law concentrations to create, coordinate and lead a pre-law advising orientation at the start of each academic year
- Regularly meet with the STAR Center pre-professional advisor to share information and coordinate regarding student progression and advising needs
- Provide guidance to legal studies and pre-law concentration faculty advisors on pre-law student advising information and needs
- Coordinate and lead orientations and onboarding of new pre-law students

¹ Other job-related duties and responsibilities may be assigned and/or the job description may be changed periodically to reflect changing organization needs.

Marketing and Programming

- Attend admission events, including prospective student days, admitted student days, and online/virtual chats, to provide information on pre-law pathways at UMassD
- In collaboration with the legal studies and pre-law concentration advisors, market pre-law pathways and the 3+3 program to prospective and current UMassD students
- In collaboration with the legal studies and pre-law concentration advisors and the Career Center, plan and coordinate seminars, law school visits, and other career-related events for pre-law students
- Develop and maintain an annual calendar of pre-law-related events
- At least once a year, attend a Law School Admissions Council (LSAC) event such as the Boston LSAC Law School Forum or other regional law school admissions event
- Serve as the faculty advisor for the Pre-Law Living-Learning Community and (in that capacity) as the liaison to Residence Life
- In collaboration with the legal studies and pre-law concentration advisors, ensure the student Pre-Law Society and Mock Law Trial Association have designated faculty advisors

MINIMUM QUALIFICATIONS:

EDUCATION: Academic credentials commensurate with current position

EXPERIENCE: Prior experience advising diverse undergraduate students

OTHER: Must be a current full-time member of the UMassD faculty

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

- Knowledge of the law school application process.
- At least basic knowledge of the purposes and processes of legal education.
- Knowledge of academic advising principles and procedures.
- Knowledge of the University academic rules, regulations, policies and procedures.
- Strong communication and organizational abilities.
- Able to perform duties independently and exercise independent judgment.

PREFERRED QUALIFICATIONS:

- Law degree (JD)
- Experience in the practice of law (e.g., as a lawyer or paralegal)

COMPENSATION: The faculty Pre-Law Advisor receives the CBA-specified director stipend of \$1500. In addition, the faculty Pre-Law Advisor will be eligible to receive one, three-credit hour course release when the documented pre-law student population is at least 50 students *and* the number of undergraduate students documented to be following the 3+3 curricular pathway is at least 30. If the number of undergraduate students documented to be following the 3+3 curricular pathway is at least 60, the Pre-Law Advisor will be eligible for a second course release (note, the two course releases cannot be used in the same semester).