

May 16, 2023

RECRUITMENT ANNOUNCEMENT – Director of Bar Success

The University of Arkansas School of Law is pleased to announce that it is accepting applications for its **Director of Bar Success**. Below you will find the Summary of Job; Qualifications; Assigned Duty Areas; Compensation Information; Required Application Documents; and the link to the University's Career Opportunities site. Please share this information with your constituents and colleagues. **Position is scheduled to close midnight Jun 28, 2023**

Summary of Job

The Director of Bar Success leads the development and implementation of bar success programs designed specifically to address the educational needs of students at the University of Arkansas School of Law. The job expectations include developing strategies to provide individualized support to 1L and 3L law students to assess their preparation for the bar and Nex-Gen bar exams. Successful candidates will be able to implement and assess student process after the 1L year with the preliminary bar exam and provide in depth workshops and training for students to supplement commercial bar preparation programs. These workshops will focus on the UBE subjects for both the multistate bar examination, essay examination and MPT for both the February and July bar examinations. The ability to track student progress in both their commercial programs and in the supplemental program is of critical importance.

Regular, reliable, and non-disruptive attendance is an essential job duty, as is the ability to create and maintain collegial, harmonious working relationships with others.

Minimum Qualifications

- Juris Doctorate degree from an accredited law school
- At least 2 years' experience in working with students on standardized testing; this could be the GRE, LSAT, or bar examination
- Demonstrated ability to create trainings regarding the bar examination for graduating law students

Preferred Qualifications

- Experience in designing and implementing workshops for students pertaining the bar examinations in both February and July
- Experience in working collaboratively and as a part of a diverse team

- Experience in assessing data related to the performance of students on practice bar examinations on the multistate, essay writing, and performance test

Knowledge, Skills & Abilities

- Proficient knowledge and skill using computers and software including Microsoft Office Suite
- Strong written and oral communication skills
- Well-developed customer service skills
- Ability to establish and maintain electronic files and other record-keeping systems
- Ability to operate standard office equipment
- Highly organized with the ability to work on multiple tasks at any time

Assigned Duty Areas:

30% Collaborate with the Director of Academic Success regarding advising, workshops and other topics.

30% Work with “at risk” 3Ls and administer the preliminary bar examination after the 1L year.

40% Create and administer the Supplemental Bar Examination Program for February and July

Salary Information:

Commensurate with education and experience

Required Application Documents:

- 1) Cover Letter
- 2) Resume'
- 3) List of three professional references (name, email, business title)
- 4) If applicable – Proof of Veteran Status

To apply please go to the following link:

https://uasys.wd5.myworkdayjobs.com/en-US/UASYS/details/Director-of-Bar-Success_R0032516?q=R0032516&locations=17a66cdad98201f7890cfb48ca00e249