

University of Connecticut
Pre-Law Advisor
Academic Advisor II, UCP VI

The University of Connecticut Division of Enrichment Programs is accepting applications for the position of Academic Advisor 2 with a specialization in Pre-Law advising.

The successful candidate will serve in the primary leadership role for university-wide pre-law advising activities. Duties will include: advising and counseling individual students about law school and the legal profession; supporting students in the law school admissions process; teaching a first-year seminar on law-related topics; serving as the University's liaison to law schools; disseminating information to UConn students and academic advisors about the legal profession, and timetables about application to law school and the LSAT exam; scheduling for on- and off-campus events for pre-law students; and maintaining databases on student applications and admissions.

Additional responsibilities include (but are not limited to): engaging UConn faculty in supporting pre-law students and activities, maintaining a law school admissions library, developing communications materials including a website, contributing to the professional community of law school advisors at the regional and national level, encouraging course development on topics related to the legal profession, and serving as a liaison to other University offices and the schools and colleges. The incumbent must be available for occasional travel and for programming, counseling, and/or events on weekends and some evenings.

This is a permanent, full-time position with an expected start date in February, 2009.

Minimum Qualifications: Masters in a discipline related to law or academic advising, or a J.D.; 3 - 5 years experience in advising undergraduate students or in the legal profession; ability to travel in a professional capacity; ability to host and participate in programming and events on evenings and weekends; excellent written and oral communication, interpersonal, and counseling skills and experience working with diverse constituencies.

Preferred Qualifications: Experience in legal education or practice; demonstrated understanding of law school admissions landscape; J.D; knowledge of best practices in pre-law advising; knowledge of the pre-law student population; excellent organizational skills, including the ability to prioritize responsibilities and meet deadlines; and demonstrated experience with databases, web applications and electronic communications.

Interested applicants should send a cover letter articulating professional experience, and specifically addressing minimum qualifications and other qualities relevant to this position, résumé, and contact information for at least three professional references to honors@uconn.edu; please use the subject line "Pre-Law, Box U" or send via postal mail to: Pre-law Search Committee U, University of Connecticut, Honors Program, Unit 2147, 368 Fairfield Way, Storrs, CT 06269-2147. Electronic submission of materials is preferred.

Review of applications will begin after December 5, 2008 and will continue until the position is filled.

In keeping with our commitment to build a culturally diverse community, the University of Connecticut invites applications from women, people with disabilities, and members of minority groups.