

Work at UH Advertisement

Title: Associate Specialist (Law)
Position Number: Pending
Hiring Unit: William S. Richardson School of Law
Location: Manoa
Date Posted: February 12, 2016
Closing Date: March 04, 2016
Salary Information: Commensurate with qualifications and experience.
Monthly Type: 11 Month
Tenure Track: Tenure
Full Time/Part Time: Full Time
Temporary/Permanent: Permanent
Funding: General Funds

Other Conditions: To begin approximately April 1, 2016, or when selected candidate is available.

Duties and Responsibilities

1. Curriculum needs vary but primary teaching responsibility will be in the areas of criminal law, criminal procedure, professional responsibility, and evidence.
2. Position will also serve as the Associate Director of the Hawai'i Innocence Project. This includes research, writing, teaching, and conducting community outreach and educational programs related to the project's mission. It also involves administration of grants, fundraising, office management, and working closely with the Director, lecturers, and students. If the associate director is admitted to the Hawai'i Bar, it may also include clinical supervision of students.

Minimum Qualifications

J.D. degree and at least 4 years of related experience at Assistant Specialist level or equivalent at current job assignment; at least two years of experience directly related to the current job assignment; the demonstration of extensive skill in human resources and administration and the demonstration or promise of excellence in teaching, scholarship, and community service. At least 5 years of experience as a practicing lawyer.

Desirable Qualifications

1. Hawai'i is a community rich in cultural diversity. We encourage applicants from minority group members, women, and others whose background or interest will contribute to diversity in the faculty. Applications from both experienced teachers and those new to teaching are welcome.
2. Past experience working with an Innocence Project with emphasis on prevention of and remedies for wrongful convictions

To Apply: Submit cover letter indicating how you satisfy the minimum and desirable qualifications, names and contact information (including e-mail address) of at least three professional references, current resume, and law school and graduate school transcripts. Copies of transcripts are acceptable, but original transcripts will be required at time of hire. Send electronic submissions to: lssearch@hawaii.edu (preferred).

Address: William S. Richardson School of Law
Hiring Committee
c/o Personnel Office, Room 110
2515 Dole Street
Honolulu, HI 96822

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Employment is contingent on satisfying employment eligibility verification requirements of the Immigration Reform and Control Act of 1986; reference checks of previous employers; and for certain positions, criminal history record checks.

In accordance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, annual campus crime statistics for the University of Hawaii may be viewed at: <http://ope.ed.gov/security/>, or a paper copy may be obtained upon request from the respective UH Campus Security or Administrative Services Office.

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Duties and Responsibilities

1. Direct the administration of all aspects of Environmental Law Program (ELP), including supervision of ELP Research Associates, Certificate candidates, and course planning.
2. Direct program support funds.
3. Research and writing in environmental law and policy, including traditional and customary Native Hawaiian rights
4. Grant research and proposal writing.
5. Extensive interaction with environmental law students and ELP alumni.
6. Teach or co-teach ELP Certificate and other law courses.
7. Write and produce promotional materials including the ELP website.
8. Manage ELP colloquia, conferences, and visitors, including collaboration with other Law School and University programs
9. Expand community outreach programs.
10. Counsel students on academic and employment options.

Minimum Qualifications

1. Juris Doctor degree from an American Bar Association-approved law school.
2. At least four years of related experience at Assistant Specialist level or equivalent at current job assignment.
3. At least two years of experience directly related to the current job assignment.
4. Admission to Hawaii Bar.
5. Excellent law school program administration experience and aptitude.
6. Excellent oral and written communication and presentation skills.
7. Excellent legal research and writing skills.
8. Experience in Hawaii law practice.

9. Law school teaching experience.

Desirable Qualifications

1. Hawai'i is a community rich in cultural diversity. We encourage applicants from minority group members, women, and others whose background or interest will contribute to diversity in the faculty.
2. Background in environmental law, such as an Environmental Law Certificate and coursework.
3. Three to five years of experience in higher education administrative and/or program/practice management
4. Ability to establish goals, structures, and processes necessary to implement a mission and strategic vision.
5. Proven leadership, coaching, team-building, and interpersonal skills to strengthen and cultivate relationships.
6. Ability to network and interact, as well as to support effective partnerships with key groups and individuals .
7. Excellent strategic and analytic thinking skills with an ability to solve problems and make decisions.
8. Ability to prioritize ongoing and new projects as well as to conduct research.
9. Advanced legal skills, knowledge, and judgment in the use of fundamental legal principles and concepts.
10. Strong counseling and academic advising skills.

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Duties and Responsibilities

1. Lead and coordinate the Evening Part-Time and Academic Success programs for the Law School, under the supervision of the Associate Dean for Student Services and the Associate Dean for Academic Affairs.
2. Primary responsibility for the Evening Part-Time law program including: planning evening courses; ensuring access to student services and academic resources for evening students; assisting with career services; counseling individual students; recruiting prospective students; coordinating orientation programs; and conducting program assessment of all aspects of the Evening Part-Time program.
3. Secondary responsibilities for both the Full Time and Evening Part-Time programs including: directing the Law School Academic Support Program, recruiting and supervising law student tutors; counseling students in need of academic assistance; teaching bar exam preparation courses and workshops; teaching workshops on exam taking and study skills; providing LSAT preparatory services for prospective law students; conducting program assessment of all aspects of the Academic Success Program.

Minimum Qualifications

1. J.D degree and at least four years of experience working directly with law students in teaching, student services, counseling, or academic support in a law school at the next lower rank with demonstrated increasing professional maturity.
2. At least two years of experience directly related to the current job assignment.
3. Excellent program administration experience and aptitude.
4. Excellent oral/written communication and presentation skills.
5. Law school teaching experience.

Desirable Qualifications

1. Hawai'i is a community rich in cultural diversity. We encourage applicants from minority group members, women, and others whose background or interest will contribute to diversity in the faculty.

2. Current or in progress degree in education, preferably in higher education or education administration.
 3. Experience in administering an evening part-time law program.
 4. Experience working with diverse law student populations.
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To Apply: Submit cover letter indicating how you satisfy the minimum and desirable qualifications, names of 3 professional references and official transcripts to the address below.

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Duties and Responsibilities

Primary duties are to lead and coordinate the University of Hawaii Elder Law Program (UHELP). UHELP is a unique program at the law school that provides legal services to qualified older persons who are socially and economically needy, veterans, and caregivers, primarily through grants under the Title III of the Older Americans Act and the State of Hawai'i Indigent Legal Assistance Fund. As a faculty member, co-teach, conduct research, and assist the UHELP Director and Professor of Law in developing and coordinating outreach programs, as well as curriculum and courses for the Elder Law Clinic and joint elder/health law and bioethics programs with the UH Schools of Nursing and Medicine.

Minimum Qualifications

1. A doctorate from a college or university of recognized standing in political science or higher education or field related to the educational objectives of the UHELP.
2. At least 4 years of related experience at Associate Specialist level or equivalent at current job assignment.
3. At least 2 years of experience directly related to Elder Law.
4. Excellent program administration aptitude in legal services and grants.
5. Excellent oral/written communication and presentation skills.
6. Excellent legal research and writing skills, including grant writing.
7. Experience in the provision of legal services under the supervision of a licensed attorney, particularly in Hawai'i elder law practice.

1. Hawai'i is a community rich in cultural diversity. We encourage applicants from minority group

Desirable Qualifications

- members, women, and others whose background or interest will contribute to diversity in the faculty.
2. Ten years professional experience in program management and provision of elder law legal services under the supervision of a licensed attorney or in a similar educational program within an accredited university.
 3. Graduation from an ABA-accredited paralegal or legal assistant program.
 4. Teaching experience in the fields of elder law and/or health law/bioethics.
 5. Ability to establish goals, structures, and processes necessary to implement a mission and strategic vision.
 6. Proven leadership, coaching, team-building and interpersonal skills to strengthen and cultivate relationships.
 7. Ability to network and interact, as well as to support effective partnerships with key groups and individuals.
 8. Excellent strategic and analytic thinking skills with an ability to solve problems and make decisions.
 9. Ability to prioritize ongoing and new projects as well as to conduct research.
 10. Knowledge and judgment in the use of fundamental legal principles and concepts.
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