

---

<b>Job Title</b>	Pipeline Program Instructor
<b>PVN ID</b>	QL-2407-006340
<b>Category</b>	Instruction and Social Service
<b>Location</b>	CUNY SCHOOL OF LAW
<b>Department</b>	Pipeline for Justice Program
<b>Status</b>	Part Time
<b>Hourly Rate</b>	\$40.00-\$50.00
<b>Hour(s) a Week</b>	20.00
<b>Closing Date</b>	Sep 26, 2024 (Or Until Filled)

## General Description

---

The Pipeline Program Instructor provides curricular support to students enrolled in the Pipeline to Justice Program, a pathway initiative that offers underrepresented law school applicants a second look and prepares them to enter CUNY School of Law by providing holistic support throughout their law school career. This role assists with the development, implementation and assessment of an innovative academic support program designed to promote academic success for aspiring law school students.

## Other Duties

---

- Teach Pipeline Part 1, Part 2 and Part 3 which includes bi-weekly, evening sections, and Saturday classes; Provide direct instruction and coaching to pre-law students in both group and individualized settings; Co- teach in the Pipeline Summer Program.
- Oversee effective implementation and administration of Pipeline Part 1's LSAT preparation program.
- Participate in the Pipeline to Justice Program's student selection, outcomes assessments, and strategic planning process.
- Employ innovative and culturally responsive teaching methods to fully immerse students in the language and composition of the LSAT.
- Support students both in and out of class (i.e. office hours) in furtherance of community building and their professional identity development.
- Partner with internal stakeholders and departments to deliver educational content tailored to student needs; Leverage data to address knowledge gaps, disparities in skills and improve academic success.
- Collaborate with the Pipeline Program staff on curriculum design, development and planning.
- Mentor graduates of the Pipeline to Justice Program who are preparing for the Bar Examination; Support the Pipeline Program's Peer-Mentoring Program, and Advisory Committee.
- Additional duties as assigned.

## Qualifications

---

- J.D., L.L.B., or Ph.D. in a law-related discipline and at least six (6) years LSAT preparation-related teaching experience or other relevant teaching experience
- Demonstrated commitment to the mission and values of CUNY law school, with a passion for advancing access to legal education and promoting social justice.
- Excellent written and verbal communication skills, with the ability to effectively communicate complex information to diverse audiences.
- Strong interpersonal skills and the ability to build effective relationships with internal and external stakeholders; Ability to work independently and collaboratively within a team.
- Proficient in the use of technology, grant management software, financial reporting systems; Microsoft 365 plus, virtual meeting/conferencing, collaboration tools, and social media