



## Employment Opportunity

**Posting Date:** September 13, 2018  
**Title:** Academic Excellence Specialists  
**Status:** Full-Time

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The Academic Excellence Department has openings for two full time Academic Excellence Specialists. Academic Excellence Specialists will be responsible for teaching, guiding, and supporting MHSL students to ensure their successful transition to and completion of law school and ensure students are successful in the passage of the bar. Each specialist will meet with and counsel students on their academic progress; develop and oversee the execution of individualized learning plans; provide one-on-one tutoring; develop, implement and revise courses and programs; and teach classes and workshops as needed.

Qualifications: J.D. from an ABA-accredited law school; admission to the bar; strong legal writing, research, and analysis skills; ability to build rapport with students, faculty and staff; demonstrated ability to exercise sound, ethical, and professional judgment; and proficiency with Microsoft Office Suite and social learning platforms. Some evening and weekend work necessary based on program and student needs.

To apply please send cover letter and resume, including salary requirements, by e-mail to [hr@mitchellhamline.edu](mailto:hr@mitchellhamline.edu); by fax to (651) 290-8645; or by mail to Human Resources, Mitchell Hamline School of Law, 875 Summit Avenue, St. Paul, MN 55105.

Members of under-represented groups are encouraged to apply. AA/EOE.