

## **DIRECTOR OF EXTERNSHIPS**

The Director of Externships is a faculty instructor (non-tenure track) and has oversight responsibilities for the Legal Extern Program and Moot Court. This position will maintain an active role in the teaching and administration of the Legal Extern Program and is the adviser to Moot Court. This is not an ABA Standard 405(c) or (d) position.

### **Teaching Responsibilities – Legal Extern Program**

- Responsible for the legal extern program.
- Teach the classroom component and supervise legal extern courses (Law 770, 771, 772, 776).
- Maintain office hours as required in the Faculty Handbook.

### **Administrative Responsibilities – Legal Extern Program**

- Administer the MC Law Legal Extern Program.
  - Develop appropriate field placement opportunities.
  - Prepare and keep MOUs and other records of field placements.
  - Ensure that students complete health and immunization requirements for UMMC placement and requirements for any other field placement.
  - Do site visits when required.
  - Train field supervisors.
  - Advertise the program to the student body.
  - Place students in appropriate externships.
  - Ensure that accurate and complete records of student participation are maintained.
  - Coordinate activities with Career Services for long term placements.
  - Make recommendations to the tenured faculty with respect to the Legal Extern Program.
  - Keep abreast of ABA Standard 304 and requirements with respect to field placements and ensure compliance.

### **Moot Court Adviser**

- Oversee and supervise Moot Court.
- Select and supervise competitions.
- Ensure that students and coaches are selected for each competition.
- Work with the administration regarding the budget for the competitions.

### **Faculty Responsibilities**

- Serve on law school and university committees and participate in faculty meetings.
- Participate in ABA legal externship organizations and listserv.
- Participate in organizations as may be relevant to externships.

### **Other Responsibilities**

- The director will have such other duties as assigned by the Dean of the Law School.

### **DESIRED QUALIFICATIONS:**

- J.D. from an ABA accredited law school and a strong academic record
- Excellent oral and written communication skills
- Excellent time-management skills
- Ability to prioritize multiple projects and meet deadlines

**Reports to: Dean of Law School**

**FSLA Status: Full time; exempt**