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# Example of Adjunct Professor Job Description

Our growing company is hiring for an adjunct professor. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for adjunct professor

* Approving pro bono placements
* Recruiting new pro bono placements and liaising with existing pro bono placements
* Managing significant pro bono documentation and records with the Clinical Program Manager
* Conducting periodic program reviews to improve learning outcomes and student experiences
* Working with faculty and administrative staff to support the academic support efforts at the law school
* Hiring and managing student teaching fellows to serve in first-year ASP and third-year Bar Exam Workshop course
* Conducting orientation and training programs for student teaching fellows at the beginning of the fall and spring semesters
* Participating in and/or leading Launch Week ASP orientation sessions for first-year students
* Assisting, coordinating, and conducting fall and spring semester ASP workshops for first-year students on topics including effective note-taking, outlining, multiple choice and essay exam preparations
* Co-teaching the fall and spring semester Bar Exam Workshop course for third-year students

## Qualifications for adjunct professor

* A terminal degree in Educational Leadership, or closely related field of study
* Coordinating, teaching, or co-teaching winter and summer bar preparation workshops
* Holding regular office hours and individual student counseling sessions, and developing individualized remediation and referral programs, for law students in need of academic support services and alumni in need of bar preparation support
* Gathering, compiling, and reporting statistical data regarding student participation in, and impact on student performance of, the law school's ASP and bar preparation courses and programs
* Assisting the law school's diversity recruiting and retention efforts
* Maintaining a library of academic support and bar preparation books and materials for use by students and alumni