

University of Connecticut School of Law
Project/Program Specialist
Director of Connecticut Community Law Center

INTRODUCTION

The University of Connecticut School of Law seeks candidates for a half-time position to serve as the Director of the Connecticut Community Law Center (CCLC), a law school project to allow new lawyers to serve low- and moderate-income clients, beginning August 1, 2023.

The School of Law is especially interested in candidates who will add to the diversity of our community. We welcome applications from individuals underrepresented in the legal academy, as well as candidates with experiences, backgrounds, and viewpoints that will enrich the diversity of our community.

Additional information about CCLC can be found on the Law School's website, at <https://cclc.law.uconn.edu/>.

Founded in 1881, UConn is a Land Grant and Sea Grant institution and member of the Space Grant Consortium. It is the state's flagship institution of higher education and includes a main campus in Storrs, CT, four regional campuses throughout the state, and 13 Schools and Colleges, including a Law School in Hartford, and Medical and Dental Schools at the UConn Health campus in Farmington. The University has approximately 10,000 faculty and staff and 32,000 students, including nearly 24,000 undergraduates and over 8,000 graduate and professional students. UConn is a Carnegie Foundation R1 (highest research activity) institution, among the top 25 public universities in the nation. Through research, teaching, service, and outreach, UConn embraces diversity and cultivates leadership, integrity, and engaged citizenship in its students, faculty, staff, and alumni. UConn promotes the health and well-being of citizens by enhancing the social, economic, cultural, and natural environments of the state and beyond. The University serves as a beacon of academic and research excellence as well as a center for innovation and social service to communities. UConn is a leader in many scholarly, research, and innovation areas. Today, the path forward includes exciting opportunities and notable challenges. Record numbers of undergraduate applications and support for student success have enabled the University to become extraordinarily selective.

SUMMARY OF DUTIES

- Manage the operations of CCLC, including intake and referral procedures, student volunteer supervision and training of CCLC lawyers.
- Establish and apply policies and procedures for operation of CCLC.
- Select and supervise CCLC lawyers and guide them in their law practice.
- Hire and supervise mentor attorneys to teach classes and train CCLC lawyers.

- Supervise and teach students who conduct client intake interviews.
- Manage relations between CCLC and other organizations, including referral sources, courts, bar associations, and legal services organizations.
- Report to the governing board of CCLC and to the Law School regarding the operation of CCLC.
- Coordinate CCLC's work with the Law School's Career Planning Center.
- Assist with outreach programs and publicize CCLC.
- Manage CCLC budget.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS

- A J.D. (Juris Doctor) degree;
- A minimum of three years of experience as a practicing lawyer or equivalent experience;
- Membership in the Connecticut bar;
- Excellent written and oral communication skills;
- Demonstrated ability to work both collaboratively and independently.

PREFERRED QUALIFICATIONS

- Clinical or other relevant teaching experience;
- Experience in supervising law students or lawyers new to practice;
- A demonstrated commitment to public interest law or pro bono legal work;
- An outstanding law practice record.

APPOINTMENT TERMS

The position is at the Law School campus in Hartford. Salary will be commensurate with background, qualifications, and experience. This is a half-time, 6-month appointment. Extension of appointment will be based on funding and performance.

TO APPLY

Applications must be submitted by email to the search committee chair at rachel.reeves@uconn.edu. Please include a **letter of interest**, **curriculum vitae**, list of **three references**, and a **writing sample**. Review of applications will begin immediately. Any questions about application materials may be directed to the search committee chair.

At the University of Connecticut, our commitment to excellence is complemented by our commitment to building a culturally diverse community.

Employment of the successful candidate is contingent upon the successful completion of a pre-employment criminal background check.

All employees are subject to adherence to the State Code of Ethics, which may be found at <http://www.ct.gov/ethics/site/default.asp>.

The University of Connecticut is committed to building and supporting a multicultural and diverse community of students, faculty and staff. The diversity of students, faculty and staff continues to increase, as does the number of honors students, valedictorians and salutatorians who consistently make UConn their top choice. More than 100 research centers and institutes serve the University's teaching, research, diversity, and outreach missions, leading to UConn's ranking as one of the nation's top research universities. UConn's faculty and staff are the critical link to fostering and expanding our vibrant, multicultural and diverse University community. As an Affirmative Action/Equal Employment Opportunity employer, UConn encourages applications from women, veterans, people with disabilities and members of traditionally underrepresented populations.