Part-Time Writing Tutor, Stanford Law School

Writing is an integral part of legal education and practice and therefore Stanford Law School seeks to hire the expertise of a writing tutor for the 2017-2018 Winter quarter to provide constructive feedback to our students about their writing and to assist them to write like lawyers. This position reports to the Associate Dean for Curriculum. Up to 19 hours per week.

Core Duties:

- Provide one-on-one tutoring to full range of Law Students (1Ls, 2Ls, 3Ls, LLM)
- Address students’ writing needs by answering questions and providing feedback about their legal writing
- Explain important aspects of legal writing and editing
- Identify and correct writing weaknesses
- Develop collaborative relationship with students
- Promote tutoring services to students

- Other duties may also be assigned

Education and Experience:

Law Degree and substantial practice experience. Experience working in an academic setting (classroom/educational) preferred.

Knowledge, Skills, Ability:

- Excellent writing, interpersonal, and oral communication skills with proven ability to instruct and provide constructive feedback.
- Professional demeanor and ability to deal with a variety of personalities.
- Ability to manage and prioritize multiple deadlines.
- Excellent time management skills.

Work Standards:

- Interpersonal Skills: Demonstrates the ability to work well with Stanford colleagues and clients and with external organizations.
- Promote Culture of Safety: Demonstrates commitment to personal responsibility and value for safety; communicates safety concerns; uses and promotes safe behaviors based on training and lessons learned.
- Subject to and expected to comply with all applicable University policies and procedures, including but not limited to the personnel policies and other policies found in the University’s Administrative Guide, http://adminguide.stanford.edu.

Application Deadline: October 21, 2017

Applicants must submit the following documents to: jobapps@law.stanford.edu

- Cover letter
- Resume/CV
- 3-5 professional references
- Writing Sample

Stanford Law School seeks to hire the best talent and to promote a safe and secure environment for all members of the university community and its property. To that end, new staff hires must successfully pass a background check prior to starting work at Stanford University.