

---

Los Angeles, California

, January

2022-Present

Working closely with the Vice Dean and in coordination with several departments, create the schedule of classes for all J.D. programs; create the academic calendar; communicate with faculty regarding teaching assignments; provide an orientation for new faculty; participate on various faculty committees; creates and manages the faculty development and the adjunct budgets; maintain faculty governance documents such as the Faculty Manual; process and report bar results information, including the annual ABA Bar Passage Questionnaire; manage a research project aimed at identifying non-traditional factors for predicting law school and bar success; provide training for faculty in distance education methods via live workshops, pre-recorded videos, and training manuals; manage grant projects

Los Angeles, Californiaifornia

Los Angeles, California

, August 2012-July 2013

Worked closely with the Director of Academic Success and Bar-Related Programs to research, design, implement and manage academic support programs, including pre-matriculation programs, first-year programs and Bar examination preparation programs; taught a first-year course for at-risk students;

Conducted legal research on Habeas Corpus Writs and Social Security claims; prepared bench memoranda; drafted opinions

Los Angeles, California

, August 2010-May 2012

Provided





