

**Peter A. Allard School of Law
University of British Columbia**

Assistant Clinic Adjunct Position, Business Law Clinic

The Peter A. Allard School of Law at the University of British Columbia seeks applicants for one part-time position as Assistant Clinic Adjunct for the RBS LLP Business Law Clinic (the “Clinic”) located on the UBC Point Grey campus. This Assistant Clinic Adjunct would join a team of two experienced Clinic Adjuncts at the Clinic, to assist in supervising students enrolled in the Clinic.

Term: September 1, 2022 to April 30, 2023, with eligibility for renewal. This position is expected to work approximately 2 days a week, during the Clinic's operational hours between Monday-Friday.

In keeping with the law school's clinical programs, the Assistant Clinic Adjunct can expect a review of performance at least once per term.

RBS LLP BUSINESS LAW CLINIC

The Clinic provides business-oriented legal advice to small businesses, entrepreneurs, non-profit organizations, and individuals who cannot otherwise afford legal advice. The purpose of the Clinic is to provide law students with an opportunity to use their substantive understanding of law in a clinical setting for the benefit of the public. This clinical setting allows students to gain practice skills along with a deeper understanding of professional ethics and professional responsibility.

The Clinic operates during the fall and spring terms. It is comprised of a four-credit clinical component (Law 379) and an accompanying two-credit graded course component (Law 380). Eight upper-year J.D. students are enrolled in the program each term. A student administrative assistant also assists the program on a part time basis.

THE POSITION

The Assistant Clinic Adjunct along with the two Clinic Adjuncts will form the team of supervising lawyers of the Clinic. The Assistant Clinic Adjunct will provide direct supervision to students enrolled in the Clinic. The Assistant Clinic Adjunct will be responsible for managing the client intake process, assigning files to students, assisting with the teaching of core curriculum, reviewing student work, and providing guidance to students as part of their experiential education. These duties are carried out under the direction of the Faculty's Director of Experiential Learning and the Centre for Business Law's Director, and with the support of the two Clinic Adjuncts and the student administrative assistant.

Specific expectations will include:

- Supervise students as they perform Client work through the Clinic including reviewing student work and correspondence;
- Attend class and from time to time, assist the Clinic Adjuncts in teaching the accompanying in class component;
- Manage the client intake process with the student administrative assistant;
- Oversee client file management on an ongoing basis;
- Attend and provide feedback to students on client meetings;

- Supervise administrative staff and provide administrative leadership; and

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- Perform other related duties as required by the Director, Centre for Business Law and the Clinic Adjuncts.

QUALIFICATIONS

Applicants should have experience or interest in teaching law students, and experience or interest in the principles of sound clinical education. Applicants should have experience in providing practical advice to financially-limited clients, such as startups, non-profits and entrepreneurs. In addition, applicants must be admitted to the Law Society of British Columbia and have no practice restrictions. Applicants must also be able to demonstrate effective administrative leadership and managerial skills, preferably in a legal setting. A minimum of three years of practice experience in business law including corporate and commercial law is preferred.

Compensation will depend on qualifications and experience.

WHO WE ARE

The Peter A. Allard School of Law, one of Canada's leading law schools, is committed to being one of the world's great centres for legal education and research. As part of an outstanding public university situated in one of the most open, diverse and beautiful places in the world, we offer an inspiring environment that combines rigorous professional legal training with an awareness of the role of law in society. Further information about the Allard School of Law can be found at: <http://www.allard.ubc.ca>.

APPLICATION PROCEDURE

Applicants should submit a one-page cover letter summarizing qualifications and interest in the position; a detailed curriculum vitae; the names of three references; and teaching evaluations (if available), by **July 8, 2022** to receive fullest consideration. Applications will be considered on a rolling basis and should be submitted through the UBC Faculty Careers via Workday:

https://ubc.wd10.myworkdayjobs.com/ubcfacultyjobs/job/UBC-Vancouver-Campus/Assistant-Clinic-Adjunct-Position--Business-Law-Clinic_JR7897

The University of British Columbia hires on the basis of merit and is committed to employment equity. The Peter A. Allard School of Law is strongly committed to diversity within its community and especially welcomes applications from persons who are members of groups that have been marginalized on any grounds enumerated under the B.C. Human Rights Code, including Indigenous identity, racialization, sex, sexual orientation, gender identity or expression, disability, political belief, religion, marital or family status or age, and others who may contribute to further diversification of ideas. All qualified candidates are encouraged to apply; however, Canadians and permanent residents will be given priority.