**Law Professor Job Description Template**

[Insert company name here] is an established and successful law firm specializing in [insert key areas of focus here]

We’re looking for a Law Professor to teach and advise students, responsible for reviewing and choosing textbooks that the school will use for law courses.

### Roles & Responsibilities

Responsibilities include, but are not limited to:

* Evaluate and grade students' class work, assignments, papers, and oral presentations.
* Compile, administer, and grade examinations, or assign this work to others.
* Prepare and deliver lectures to undergraduate and/or graduate students on topics such as civil procedure, contracts, and torts.
* Initiate, facilitate, and moderate classroom discussions.
* Prepare course materials such as syllabi, homework assignments, and handouts.
* Keep abreast of developments in their field by reading current literature, talking with colleagues, and participating in professional conferences.
* Plan, evaluate, and revise curricula, course content, and course materials and methods of instruction.
* Maintain regularly scheduled office hours in order to advise and assist students.
* Conduct research in a particular field of knowledge, and publish findings in professional journals, books, and/or electronic media.
* Advise students on academic and vocational curricula, and on career issues.
* Supervise undergraduate and/or graduate teaching, internship, and research work.
* Select and obtain materials and supplies such as textbooks.
* Maintain student attendance records, grades, and other required records.
* Serve on academic or administrative committees that deal with institutional policies, departmental matters, and academic issues.
* Perform administrative duties such as serving as department head.
* Collaborate with colleagues to address teaching and research issues.
* Participate in student recruitment, registration, and placement activities.
* Compile bibliographies of specialized materials for outside reading assignments.
* Participate in campus and community events.
* Act as advisers to student organizations.
* Assign cases for students to hear and try.
* Provide professional consulting services to the government and/or industry.
* Write grant proposals to procure external research funding.

### About you

* A terminal degree from an accredited institution of higher learning with a minimum of [insert number] graduate credit hours in the academic field is preferred
* Extensive professional experience in a related field
* Minimum technology requirements must be met
* Previous experience teaching students at the university level

### What you’ll get in return

The firm offers a generous benefits package along with compensation based on experience level and client orientation.

* Competitive compensation based on experience
* Medical insurance plan
* Dental insurance plan
* Vision insurance plan
* Contribution to life insurance plan
* 401k profit sharing
* Parking reimbursement
* Social, charity, and wellness events

To apply for the role or have a confidential discussion, contact us on [insert recruiter email address] or [insert recruiter phone number]