**Clinical Fellow for the Community Development Clinic**

**School of Law**

**Vacancy Number 301442**

Position Type: Faculty position with full, competitive benefits package  
Opens: 2/15/24 **Closes: Open Until Filled**

**Position is open until filled, and applications received by March 22, 2024, will receive priority consideration.**

The University of Baltimore School of Law invites applications for a clinical teaching fellowship in the Community Development Clinic, a transactional law clinic that serves under-resourced communities, to start on or about July 1, 2024. This full-time, year-round, 3-year public interest fellowship program offers superb mentorship and training as the Fellow transitions from law practice to law faculty, providing intensive support in the areas of clinical pedagogy, academic writing, and more. The CDC Fellow will join a cohort of approximately nine Fellows, each of whom teaches in a different clinic; many former Fellows have moved into long-term teaching positions at other institutions after completing their Fellowship. Because we value the diversity of our faculty and student body, we welcome all qualified candidates, including members of communities that are traditionally under-represented in the legal profession and academia.

## ****Electronic applications are required. Before starting or submitting an application, please save all required documents as a single PDF (preferred format) or Word document.****

**To apply, visit**[**http://www.ubalt.edu/candidate\_gateway/erecruit.html**](http://www.ubalt.edu/candidate_gateway/erecruit.html)**.**

The position is open until filled, and required electronic applications received by March 22, 2024, will receive priority consideration.

This posting is specifically for the Community Development Clinic (CDC) Fellowship, although Fellowships in other areas of practice may also be available; each position has its own application portal. The CDC provides transactional, regulatory, and other non-litigation advice to community-based nonprofit groups, to small businesses headed by low-income entrepreneurs, and to social enterprises, cooperatives, and other clients with challenging and unmet legal needs.  Law students serve CDC clients as “first-chair" attorneys and receive 6 academic credits for their course work and client work. The Fellow's duties include guiding and supporting law students as they engage in client service for the first time; co-teaching the weekly seminar with other CDC faculty, including CDC Director Jaime Lee; and engaging with the local community to learn about its legal needs. During winter and summer breaks in the academic calendar, when students are not enrolled, the Fellow also covers client matters, including matters for other clinics that are within the Fellow’s expertise; handles additional CDC and clinical program duties as assigned; and develops their academic writing.

This position is a full-time, year-round contractual appointment for three years. Because the CDC serves evening students, the Fellow will teach at least one evening each week during the fall and spring semesters, with daytime hours adjusted accordingly.

For more details about the Fellows’ Program, please view our website at <http://law.ubalt.edu/clinics/fellows/> .

**We look forward to receiving your required electronic application, including a letter of interest, resume, and brief statement about how your candidacy would support traditionally underrepresented communities in the legal profession and academia.**

**Qualifications:** Two years or more years of legal practice in transactional, small business, nonprofit, regulatory, employment, and/or community lawyering; exceptional listening and collaboration skills; a demonstrated interest in working for low-income clients and communities; and an interest in mentoring and/or teaching.  Be a member of the Maryland Bar or be licensed in another state and willing to become administratively certified as a clinic supervising attorney under the Maryland Rules.

**Salary:** The current salary is $70,000. The position includes full benefits, including retirement (while subject to change, in past years this has included a generous match) and tuition remission. Benefits are listed here (see under “Faculty and Regular Employees”): <https://www.ubalt.edu/about-ub/offices-and-services/human-resources/benefits/index.cfm>. In addition, this position includes research support (for example, research assistant support and/or book allowance) and a travel allowance to attend relevant conferences and workshops. Candidates interested in the Public Service Loan Forgiveness Program are encouraged to investigate whether employment at The University of Baltimore, a state educational institution, may qualify.

## We appreciate your interest in our recruitment. Please review the information below before you visit <http://www.ubalt.edu/candidate_gateway/erecruit.html> to apply.

## Information follows about submitting the electronic application and attaching your letter of interest and resume.

## ****Applicant Instructions: Using Candidate Gateway to View and Apply for UBalt Vacancies****

The Candidate Gateway system serves as your connection to the University of Baltimore’s job application process. It is a free, safe and secure way for you to apply for the job you want, and it allows the Office of Human Resources to maintain accurate records. Your use of the system does not require you to surrender any of your rights to privacy or confidentiality during the application process. Only qualified members of UBalt’s Human Resources team and members of the relevant search committee can access your application information. The search committee will not have access to any information you provide to HR for affirmative action reporting purposes.

Please read the following information before you apply, and refer to it as you enter your application.

**NAVIGATION**

COVER LETTER AND RESUME ATTACHMENT AND UPLOAD

Before you apply:

## •****Save one PDF or Word document with your cover letter, resume, and any additional information you would like to have considered.  Short file names without spaces or special characters are helpful.****

When you apply:

•In Candidate Gateway: Click “Browse” to access the Word or PDF document you saved with your required letter of interest and resume.  
•Then, click “Upload” to attach it.  
•Click “Continue” to continue the application process.

The message “You have successfully submitted your job application.” confirms only that you entered that page of information into the system. You must click “Next” to continue and complete the entire application process.

**Online Questionnaire/Application Questionnaire:**Answer the questions requiring a yes or no response. After you answer them, click “Submit.” This leads you to the Submit Online Application page.

SUBMIT ONLINE APPLICATION

To apply for your selected job: When you reach the “Submit Online Application” page shown below, you must click “I agree to these terms” and then click the “Submit” button at the end of the screen. After you click “Submit,” then you will see this information at the top of your screen:

My Applications  
Thank you for your interest in employment at The University of Baltimore. HR will process your application documents for the search committee’s consideration.  
Note: This screen will also show additional information about the selection process and Office of Human Resources contact information.

**Questions/Help**  
If you have trouble viewing our job postings or applying for the vacancy, contact [ubhrcareers@ubalt.edu](mailto:pmason@ubalt.edu) for assistance.

**TO APPLY:**

**External applicants:**Review the vacancy announcement at <http://www.ubalt.edu/candidate_gateway/erecruit.html> and click the external applicant link to apply.

**Internal applicants (students and current employees with access to MyUBalt):** use the internal applicant link, log into MyUBalt, then click the “View or Apply for Job Positions” link on the left.

[http://www.ubalt.edu/hr](https://myub.ubalt.edu/,DanaInfo=www.ubalt.edu+hr)

* Never use the Internet Explorer “Back” and “Forward” arrows to navigate. You will lose the information you have submitted.
* To navigate between pages, use the “Next,” “Previous,” and “Return to Previous Page” buttons.
* Use the “Save” button to save your information so you can return to it later and complete your application. Using “Save” does not complete the process to apply for a job opening.

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