

The University of California College of the Law, San Francisco (“UC Law SF,” formerly “UC Hastings Law”) was founded in 1878 as the law department of the University of California and was the first law school in California. UC Law SF is hiring temporary bar review essay graders for the summer bar review period (May 15, 2023 – July 31, 2023) to support our graduates who are studying for the California Bar Exam. Position details are described below.

Bar Exam Supplemental Tutor Program (B.E.S.T.) Essay Grader

POSITION DESCRIPTION

Program Overview

The Bar Exam Supplemental Training (B.E.S.T.) Essay Tutor program is designed to provide graduates with an opportunity to receive substantive and structural feedback on multiple practice bar review essay and Performance Test answers. Between May 15, 2023, and July 18, 2023, graduates may submit up to 15 bar exam essay or Performance Test answers for feedback and an approximate grade. To assist with the review process, the graders are provided with sample answers and/or rubrics. Additionally, the graders will attend an online training session prior to the start of the program. Graders are expected to review and return answers within three business days. Essay graders are not expected or required to answer questions the graduates may have regarding the feedback.

Program Logistics

Graduates submit answers to the B.E.S.T. Essay Program email address. The essay answers are then routed to our team of graders by email. Graders provide edits and comments in track changes and after providing feedback, the graders return the answers by email to the program coordinator. The coordinator returns the answers to the graduates.

COMPENSATION AND TIME COMMITMENT

The position is part-time and hours are flexible (5 - 20 hours/week). The number of essay answers that a grader reviews each week may fluctuate and depend, in part, on the grader’s availability. The essay grader will be compensated for each essay the grader reviews. For the first 20 essays that a tutor grades, the grader will be paid \$35 per essay. If the grader is willing and able to grade more than 20 essays over the course of the bar review period, the grader will be paid \$40 for each essay beyond the initial 20 the grader reviews. The ultimate stipend amount will be determined by multiplying the total number of graded essays by the relevant essay rate (\$35 per essay for essays 1-20 and \$40 per essay for any essays graded beyond the first 20 essays). A mandatory online training session will be held prior to the start of the program. Graders will be paid \$35 for watching the online training video and submitting a sample graded essay.

MINIMUM QUALIFICATIONS

Candidates must have a J.D. degree from an ABA-accredited law school and have passed the California Bar Exam.

The ideal candidate is someone who enjoys working in a supportive, collaborative environment, and who has the following knowledge, skills and experience:

- Strong academic performance in law school.
- At least 1-3 years of practice experience.
- Strong legal writing and analysis skills.
- Experience reviewing and critiquing legal writing, preferably law student legal writing.

THE HIRING PROCESS

[Click here to access the online application.](#) To be considered, applicants must submit a cover letter and curriculum vitae. Applications will be considered on a rolling basis.

UC Law SF is an equal opportunity employer and strongly encourages candidates from diverse backgrounds to apply. UC Law SF prohibits discrimination on the basis of race, color, national origin, religion, age, sex, gender, sexual orientation, gender expression, gender identity, gender transition status, sex- or gender-stereotyping, pregnancy, physical or mental disability, medical condition (cancer-related or genetic characteristics), genetic information (including family medical history), ancestry, marital status, citizenship, or service in the uniformed services, including protected veterans.

Federal law requires employers to provide reasonable accommodation to qualified individuals with disabilities. Please contact Human Resources if you require a reasonable accommodation to apply for a job. Examples of reasonable accommodation include making a change to the application process, providing documents in an alternate format, using a sign language interpreter, or using specialized equipment.