

Job Title: Student Defense Advocate

Department: Student Defense

Reports To: Director of Student Defense

Effective Date: April 26, 2023

Summary:

The Student Defense Advocate is responsible for providing legal and educational advocacy to students facing academic misconduct allegations, Title IX violations, disciplinary issues, and organizational neglect of disability accommodations. The Advocate will work directly with clients to facilitate progress in their cases from start to finish and will be the main point of contact for advising and supporting clients and their families. The Advocate will represent clients by engaging with schools through appeals, hearings and other matters by coaching students for meetings, facilitating communications with faculty and administrators, and drafting letters from the law firm. This role requires critical thinking, specialized education and/or experience in an educational environment, excellent communication and interpersonal skills, sensitivity to individuals in stressful situations, proficiency in writing, professionalism, creativity, judgement and the ability to meet deadlines in often fast-moving and dynamic cases.

Responsibilities:

- Interview new clients for intake and case assessment
- Research school policies, legal issues, and disciplinary procedures
- Develop strategies for navigating K-12 and university disciplinary processes and procedures.
- Evaluate situations and create defense arguments and plan of action
- Advise and advocate for students in meetings with faculty and administrators
- Work directly with clients in a one-on-one professional relationship
- Maintain continued contact with clients throughout the process
- Draft appeals
- Draft letters to school attorneys
- Develop materials for student hearings, including statements, talking points, and how to respond to questioning
- Coach and prepare students for disciplinary hearings and/or interviews

- Guide students and parents through Title IX procedures
- Brief firm attorneys on the status of cases and support them as necessary to represent clients.

Qualifications:

- College degree in a related field, graduate degree preferred
- Experience as an educator or educational administrator, legal professional, or professional writer
- Exceptional written and verbal communication skills
- Approachable and personable; able to exercise good judgment, discretion, and tact in dealing with students, parents, faculty, and administrators in a variety of personal, professional, and academic situations
- Awareness of, and sensitivity to, issues in student life and experience working with diverse populations
- Ability to coordinate multiple case obligations and anticipate needs while exercising flexibility and adaptability; must be able to prioritize multiple tasks, meet deadlines, and handle unexpected urgencies; excellent organizational skills
- Ability to work independently yet coordinate efforts with colleagues
- Ability quickly adapt to a dynamic work environment
- Persistence, teamwork, and attention to detail
- Sense of humor and resilience in the face of challenges