



COUNCIL OF LEGAL EDUCATION

Eugene Dupuch Law School

Job Vacancy

Tutor – Legal Aid Clinic

Applications are invited from suitably qualified persons for the post of **Tutor – Legal Aid Clinic** at the Eugene Dupuch Law School, Nassau, The Bahamas. The Eugene Dupuch Law School is a regional institution that is administered by the Council of Legal Education.

The Tutor in the Legal Aid Clinic will be required to supervise and instruct students in the clinical aspects of their training and to perform the duties of a full-time attorney-at-law in the Legal Aid Clinic including representing clients of the Legal Aid Clinic in Court.

MINIMUM EDUCATIONAL QUALIFICATIONS AND EXPERIENCE

Applicants must have a minimum qualification of five (5) years' experience in civil and criminal litigation and must be in good standing at the Bahamas Bar. Applicants must have experience in at least five (5) of the following areas of law:

- a) Criminal Law
- b) Contract Law
- c) Family Law
- d) Tort
- e) Trust and Equity
- f) Personal Injury
- g) Probate
- h) Land Law
- i) Conveyancing and Real Property

Knowledge

- 1. Practical knowledge of the law and various legal systems.
- 2. Sound knowledge of laws of the Commonwealth Caribbean with specialization in any of the courses mandated by the CLE Professional Law School Regulations.
- 3. Qualifications and/or experience in educational pedagogy including teaching and learning methodologies and assessment and evaluation techniques or Alternative Dispute Resolution would be an asset.
- 4. Knowledge of the operations of a law firm.

Duties and Responsibilities

- 1. Supervising, instructing and teaching students in the practical aspects of their training.
- 2. Performing the duties of a full-time attorney-at-law in the Legal Aid Clinic including representing clients of the Legal Aid Clinic in Court in accord with professional best practices.
- 3. Participating in a regular assessment of relevant areas of the established curriculum with a view to the continued development of content and advancement in teaching methodology in the clinical programme.
- 4. Participating in activities to facilitate the training programmes of the Law Schools of the Council of Legal Education.
- 5. Participating in public legal outreach programmes
- 6. Assisting the Director of the Legal Aid Clinic and performing any other duties assigned by the Principal.



Attitudes

1. Exercises a very high level of confidentiality at all times.
2. Exercises diplomacy and tact in general and specifically when dealing with clients of the LAC.
3. Courteous and sensitive to the needs of clients.
4. Has a professional demeanour.
5. Is willing to support the operationalisation of the strategic priorities of the institution.
6. Pays keen attention to detail and accuracy in work.

Technical

1. Performs the duties of a full-time attorney-at-law at the Legal Aid Clinic including representing clients in court in accord with professional best practices.
2. Contributes to the development of legal resources for faculty and students including templates, and legal information.
3. Contributes to the institutional life of the Law School, the legal profession, and public affairs.
4. Attends external seminars, conferences, and other continuing education events.

Supervisory

1. Contributes to the development of the organizational strategy of the Clinic, networks with strategic partners and undertake activities to raise the Clinic's profile.
2. Assists the Director generally with the administration of the Clinic's practice.
3. Assists with the creation of policies for institutional development in keeping with the LAC's Operational Plan.
4. Participates in public outreach initiatives of the LAC.
5. Supervises all Clinic staff in the absence of the Director.
6. May deputize for the Director and Tutor in their absence.

Professional

1. Identifies or discusses and commits to professional development opportunities.
2. Participates positively in performance management conversations and experiences.
3. Maintains professional conduct based on the EDLS' core values, policies, and procedures.
4. Promotes healthy working relationships with co-workers and external stakeholders.

Other duties

1. Attends and supports meetings and official events of the Law School.
2. Performs other job-related duties that may be required to support the strategies of the department's Operational Plan or as assigned by the Director.

Reporting Relationships

Reports directly to the Director, Legal Aid Clinic.

The Application

A letter of application, curriculum vitae and supporting documents, a police certificate of good character, and signed references from three (3) referees should be emailed not later than **Sunday, 15th June 2025** to HR@edls.edu.bs.

The Eugene Dupuch Law School recognises the time and effort it takes to apply for a position and thanks all applicants for their interest. However, only short-listed applications will be acknowledged. Late applications will not be considered.