

Position:	Assistant Director, Osgoode Investor Protection Clinic
Reports to:	Professor Poonam Puri, Director, Osgoode Investor Protection Clinic
Salary:	\$70,000 to \$75,000 annual full-time salary (prorated based on hours per week)
Hours of Work:	23 hours per week; it is envisioned most of the work will be completed in-person
Position Start Date:	January 6, 2022 (subject to negotiation)
Position End Date:	January 5, 2023 (with possibility of extension based on availability of funding and performance)
Posting Deadline:	Posted Until Filled

PURPOSE / SCOPE:

The Osgoode Investor Protection Clinic (IPC) is Canada's first pro bono clinic dedicated to representing retail investors who have experienced financial harm. Launched in 2016 and operational in 2017, the Clinic was the result of a conference hosted by Professor Poonam Puri in 2015, where leading government, regulatory, legal and industry players explored the gaps in Canada's investor recovery regime. Now in its fifth year of operations, the IPC has helped numerous clients obtain redress, has trained dozens of students and has partnered with securities regulatory organizations across Canada. Under the direction of the Director of the Clinic, the Assistant Director is responsible for overseeing a range of litigation files, working with students and sometimes external supervising lawyers to obtain successful outcomes for the IPC's clients.

MAJOR ACCOUNTABILITIES:

1. The Assistant Director is responsible for supporting and assisting the Director on the overall administration and management of the IPC's client files. This incumbent participates in all stages of securities litigation files, including intake, research, and settlement or resolution.
2. The Assistant Director will contribute to the overall mission and effectiveness of the IPC by participating in its clinical, research and outreach activities. This includes weekly roundtable-style check-ins with students and ongoing less formalized management of files. Ultimately, the Assistant Director will have carriage of the files for which they are responsible.
3. The incumbent will maintain strong ties with the community to support the IPC by working with law students, clients, law firms, and government, industry participants and Osgoode and York alumni.
4. The incumbent will support the Directors with the establishment of internal and external collaborations within York and externally, including with other academic bodies in Canada and internationally, as well as other key IPC stakeholders such as industry— SROs, the CSA, securities commissions, OBSI, ADRBO, FAIR Canada and others in the legal and business community.
5. The Assistant Director will establish and maintain links with IPC alumni, practitioners and others in carrying out research projects, developing comment letters in response to industry consultations and undertaking research and other activities that address current major investor protection issues as appropriate.

QUALIFICATIONS:

Education: Juris Doctor or equivalent; a member of the Law Society of Ontario and entitled to practice law in Ontario.

Experience: Minimum of 6 years of litigation experience, preferably in securities litigation. Experience in research, managing teams, and coaching students.

Skills:

- Ability to manage teams and coach students
- Ability to manage litigation files (including intake, drafting, court and regulatory processes, etc.)
- Demonstrated knowledge and practice in the field of securities litigation
- Proven administrative and managerial experience in a multifaceted environment
- Strong financial and budgetary skills to manage activities and work within established budgets
- Strong research and communication skills (written, editing, and oral) to produce clear and concise documentation and reports
- Strong planning and organizational skills. Demonstrated ability in initiating, implementing, coordinating, and managing several initiatives at the same time while meeting deadlines
- Excellent research and analytical skills with superior attention to detail. Advanced computer skills including word processing, database management, spreadsheets, desktop design and web
- Flexible and receptive to change
- Ability to demonstrate good judgment and maintain confidentiality

HOW TO APPLY:

Interested applicants should send a cover letter and C.V. to Diane Pestrin, Manager, HR & Administration at dpestrin@osgoode.yorku.ca.

We thank all applicants, however, only those selected for an interview will be contacted.

Osgoode Investor Protection Clinic welcomes applications from all qualified individuals, including, but not limited to women, persons with disabilities, visible minorities (racialized), aboriginal (Indigenous) persons and persons of any gender identity and sexual orientation. Osgoode Investor Protection Clinic is committed to a positive, supportive and inclusive environment.

All community members, including employees and visitors who attend our campuses be fully vaccinated against COVID-19, subject to medical and human rights exemptions, in accordance with all applicable laws and regulations. The University's vaccination mandate policy is integral to our ongoing commitment to health and safety. Offers of employment require that you comply with the COVID-19 Vaccination Mandate by providing proof of vaccination prior to your start date. For information on how York University is responding to COVID-19 please visit the YU Better Together website.