Job Vacancy Notice

Job Title: Professional School Assistant Dean for Academic Affairs - CUNY Law School
Job ID: 18364
Location: CUNY School of Law
Full/Part Time: Full-Time
Regular/Temporary: Regular

POSITION DETAILS
POSITION OPEN TO CUNY EMPLOYEES ONLY

City University of New York (CUNY) School of Law seeks highly qualified candidates for the position of Assistant Dean of Academic Affairs.

CUNY School of Law is a national leader in progressive legal education with a dual mission of training a diverse group of students to become excellent public interest attorneys, and providing access to the profession for members of historically underrepresented communities. As part of its mission, the School prepares students to practice "Law in the Service of Human Needs."

The Assistant Dean administers one or more key College programs. He/she develops, implements, and assesses programs and services to produce high-quality results and meet strategic goals. He/she also coordinates activities among different units, and with areas outside the College, and may oversee staff, budget, operations, and facilities.

The Pro School Asst Dean of Academic Affairs:
- Assists the Senior Associate Dean of Academic Affairs with the administration of the Law School's academic program, completion of work in the Academic Affairs Office, and achievement of its short and long term operational goals.
- Oversees the academic advising process, and serves as the first contact for students and faculty regarding academic advising and counseling.
- Provides the first level of recourse and redress for students on academic issues.
- Coordinates the Summer Law Institute and the Pre-Law orientation program in consultation with the faculty and Senior Associate Dean of Academic Affairs.
- Functions as a liaison between faculty members (including adjunct faculty) and the Senior Associate Dean for Academic Affairs and other members of the senior administration, facilitating the answering of questions and addressing special needs of the faculty, troubleshooting, and issue resolution.
- Responsible for coordination, implementation, and evaluation of Law School's academic support programs that assist students in achieving success during law school and on the bar examination.
- Assists Senior Associate Dean for Academic Affairs with scheduling classes and midterm and final exams, handling teaching assignments, developing, a multi-year academic planning calendar; supervising staff responsible for academic support staff.
- Manages the appointment of graduate fellows and teaching assistants, and develops and coordinates the new faculty orientation.
- Serves as the repository for statistical data for and oversees the preparation of AALS and ABA reports and surveys and other academic institutional research; develops curricular reports and ensures compliance with accreditation standards and reporting requirements.
- Assists in the hiring and supervision of adjunct faculty and management of the budget for the Academic Affairs office.
- Serves as liaison between Academic Affairs Office and other Law School departments including
Student Affairs, IT, Registrar, and Financial Aid.
- Serves on several faculty governance committees, including the Curriculum Committee and Academic Standing Committee.
- Coordinates the character and fitness and bar admission processes, including disseminating information to students and being their first point of contact.

This position may require evening and weekend work.

This position is open only to current CUNY employees.

QUALIFICATIONS

This position is in CUNY’s Executive Compensation Plan. All executive positions require a minimum of a Bachelor’s degree and eight years’ related experience.

OTHER QUALIFICATIONS

J.D and Law School teaching experience required. Proven record of progressive administrative experience that includes academic affairs or comparable position. Proven record of accomplishment working in multi-racial and multicultural institutions. In-depth knowledge of traditional and innovative law school curricula and teaching methods including clinical teaching, as well as thorough familiarity with law school admissions issues, academic support programs, and bar exam preparation issues. Experience in academic support and/or bar preparation instruction preferred. Other areas for consideration include administration, teaching or extensive student counseling experience. Excellent organizational, communication (oral and written), facilitation, collaborative and interpersonal skills required. Must be self-initiating and able to manage multiple tasks and projects.

CUNY TITLE

Professional School Assistant Dean

COMPENSATION AND BENEFITS

Salary commensurate with education and experience.

CUNY's benefits contribute significantly to total compensation, supporting health and wellness, financial well-being, and professional development. We offer a range of health plans, competitive retirement/pension benefits and savings plans, tuition waivers for CUNY graduate study and generous paid time off. Our staff also benefits from the extensive academic, arts, and athletic programs on our campuses and the opportunity to participate in a lively, diverse academic community in one of the greatest cities in the world.

HOW TO APPLY

POSITION OPEN TO CUNY EMPLOYEES ONLY

To apply, go to www.cuny.edu, access the employment page, log in or create a new user account, and search for this vacancy using the Job ID or Title. Select “Apply Now” and provide the requested information.

CLOSING DATE

Accepting resumes through March 26, 2018.

JOB SEARCH CATEGORY

CUNY Job Posting: Executive

EQUAL EMPLOYMENT OPPORTUNITY

CUNY encourages people with disabilities, minorities, veterans and women to apply. At CUNY, Italian Americans are also included among our protected groups. Applicants and employees will not be discriminated against on the basis of any legally protected category, including sexual orientation or gender identity. EEO/AA/Vet/Disability Employer.