

**WE ARE NEW YORK'S LAW SCHOOL****Associate Director of Clinical and Experiential Learning**

New York Law School (NYLS) seeks an Associate Director of Clinical and Experiential Learning to support the goals of the Dean for Clinical and Experiential Learning and the Managing Attorney of New York Law School Legal Services, Inc. This position is responsible for ensuring the smooth functioning of all aspects of the experiential programs including experiential learning initiatives, administrative processes, and the supervision of three staff members. This role requires a strategic and detail-oriented professional with a unique blend of administrative expertise, project management skills, and an understanding of the legal education landscape.

Responsibilities

- Oversee all administrative functions associated with the Office of Clinical and Experiential Learning (OCEL) and the day-to-day operations that support experiential learning programs, including clinics, simulation courses, and other hands-on educational initiatives
- Work with the Dean for Clinical and Experiential Learning, the Managing Attorney of New York Law School Legal Services, and the Administrative Director of Clinics to develop and implement policies and procedures to align experiential learning initiatives with the academic curriculum
- Supervise and manage a team of administrators and support staff within the experiential learning department and approve time sheets and time off requests. Conduct performance evaluations, provide feedback, and facilitate professional development opportunities for team members
- Involved in decisions about staff promotions, reallocating tasks, disciplinary actions, planning for expanding roles, reviewing/ updating job descriptions, reviewing résumés and interviewing candidates for openings, conducting orientations and providing training materials for new staff
- Work with the Administrative Director of Clinics to plan and coordinate the annual Open House and Student Information Sessions
- Develop and maintain informational materials to guide students through the experiential learning courses application process
- Provide support and guidance to students regarding OCEL programs requirements, deadlines, and administrative processes
- Oversee student application and selection process, enrollment, and placements in experiential learning courses
- Work with the Administrative Director of Clinics to collect feedback from students in experiential learning courses and faculty to continuously improve application processes and prepare reports on program outcomes, student participation, and other relevant metrics
- Address student inquiries and concerns related to experiential learning courses ensuring a positive and constructive experience
- Develop and maintain systems for tracking administrative tasks
- Work closely with the Dean for Clinical and Experiential Learning to develop and manage the department's budget. Track expenditures, process financial transactions, and ensure compliance with budgetary constraints. Approve timesheets
- Collaborate with different departments to implement streamlined processes and ensure seamless integration of experiential learning courses with the overall academic program. Collaborate with department heads, administrators, and adjuncts to ensure smooth and effective adjunct faculty experience. Ensure adjuncts receive necessary training, resources, and information

Additional Duties

- Ex officio member of the NYLS Adjunct Faculty Committee
- Update NYLS Professional Liability Insurance
- Compose Office of Clinical and Experiential Learning Monthly Memo
- Prepare agendas and action items for weekly meetings with department faculty and staff. Take notes during meetings with faculty
- Assist staff with course tasks when needed
- Special projects as assigned

Requirements

- Bachelor's degree required with at least 3 to 5 years of experience in higher education administration, preferably in a law school setting or with the legal community. Advanced degree in higher education administration preferred
- Proficiency in Microsoft Office
- Excellent planning, organizational, and time management skills with an ability to prioritize and manage multiple tasks and meet deadlines
- Self-motivated performer with attention to detail and a high level of productivity
- Excellent written, communication, presentation, and interpersonal skills
- Ability to work collaboratively with faculty, staff, and external partners
- Strong leadership and team management skills
- Excellent analytical and problem-solving abilities
- Sensitivity to the needs of diverse and multicultural constituencies and interest and aptitude in working within a diverse community
- The possibility of flexible hours, may include nights and early mornings

Compensation and Benefits

This position offers a salary range of \$65,000 to \$75,000. Compensation includes a competitive benefits package.

How to Apply

Send a résumé and cover letter to Kitty Montanez, Associate Director of Human Resources, at jobs@nyls.edu.

About New York Law School

Founded in 1891, New York Law School (NYLS) is an independent law school located in Tribeca, the heart of New York City's legal, government, financial, and emerging tech centers. Known as "New York's law school," NYLS embraces the city as its classroom by complementing a rigorous legal education with an innovative and diverse set of "uniquely New York" experiential learning opportunities. Since opening its doors, NYLS has produced graduates who have gone on to hold high elected and appointed office in the city, lead large and small firms, and gain broad recognition as captains of business and industry. Its renowned faculty of prolific scholars has built the School's strength in key areas of the law, including business and financial services, intellectual property and privacy, and government and public interest law. NYLS has more than 18,000 graduates and currently enrolls around 1,100 students in its full-time and part-time J.D. programs. The School also offers an advanced-degree program in Tax Law.

New York Law School is an Equal Opportunity Employer

All qualified candidates will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, gender expression, national or ethnic origin, age, disability, or veteran status, or any other characteristic protected by law.