**Job Description**

**Assistant Dean for Graduate Programs**

Penn Law is one of the oldest and most distinguished law schools in the United States. We offer a distinctive cross-disciplinary legal education, drawing on the depth and breadth of the University of Pennsylvania, and a supportive intellectual community for scholars and students alike.

The Assistant Dean for Graduate Programs is the primary architect of Penn Law’s strategies to recruit, matriculate, and serve international lawyers and scholars of the highest caliber to our LL.M., LL.C.M., and S.J.D. programs. Working in close collaboration with the Dean, faculty, the Associate Dean for International Programs, and the Associate Dean for Admissions and Financial Aid, the Assistant Dean articulates goals for the program, represents Penn Law to a host of partners and organizations worldwide, and manages the Graduate Programs office.

**Responsibilities Include:**

*LL.M. and LL.C.M. Admissions and Matriculation:*

The Assistant Dean will articulate a vision of the existing and potential opportunities to recruit international law students at the highest level. The Assistant Dean, using imagination and creativity in recruitment, financial aid, and matriculation strategies, will build classes of deep academic quality and broad geographical diversity.

Using a deep understanding of the marketplace and sound analysis of complex data, the Assistant Dean will recommend admissions targets and will develop and implement an ambitious recruitment strategy to meet the Dean’s and institution’s admission goals.

The Assistant Dean will work closely with faculty, with international alumni and graduates of the program, and with Communications and other offices to effectuate strategies to communicate the uniqueness of Penn Law to prospective international students and other audiences. The Assistant Dean will design and implement novel and inventive ideas on the most successful communications techniques to interest and enroll academically talented candidates.

The Assistant Dean will oversee the process of reviewing applicants and will render decisions, including strategic financial aid decisions, for a class of approximately 115 LL.M. students and LL.C.M. students. The Assistant Dean will seek faculty input in the admissions process.
Program Management:
The Assistant Dean will work with faculty and colleagues to ensure a rich, substantive, and evolving program for LL.M. and LL.C.M. students at Penn Law, including a pre-semester orientation program and other innovative opportunities for students’ learning and inclusion in the Penn Law community.

The Assistant Dean will, in conjunction with the Associate Director and with Penn Law’s coordinated services in these areas, counsel graduate students on academic and administrative matters.

The Assistant Dean will recommend and monitor a budget for the program, including a financial aid budget for matriculating students.

SJD Program:
Working closely with the Dean and faculty, the Assistant Dean will manage and implement the S.J.D. program at Penn Law.

Entrepreneurial and Representational:
The Assistant Dean will recommend program enhancements, both administrative and substantive, on an on-going basis, including new partnerships and other opportunities to recruit interesting and diverse students.

The Assistant Dean will serve as a key public representative of Penn Law to important constituencies around the world, identifying and building relationships with other institutions, alumni, international organizations, and other entities to enhance Penn Law’s graduate programs. The Assistant Dean will manage a series of collaborative programs with academic and other partners around the globe.

In directing Penn Law’s graduate programs, the Assistant Dean for Graduate Programs will build vibrant connections with Penn Law’s international alumni as well as with partner institutions such as Fulbright, other universities and law schools, and international bar associations, to market programs, to meet with prospective students and alumni, and to foster relationships designed to enhance Penn Law’s reputation in new markets. The Assistant Dean will work closely with members of the faculty and the Communications, Development and Alumni Relations, and International Programs Offices, as well as Graduate Programs staff and other Penn Law and University colleagues, to effectuate this goal.

Managerial:
The Assistant Dean will inspire, energize, and direct departmental colleagues, including an Associate Director, a full-time Administrative Coordinator, and several seasonal employees.

The Assistant Dean will provide annual reports to the Dean as well as reports to the faculty and to the Law School’s Board of Overseers and Board of Managers as requested.
The Assistant Dean will communicate with senior University counterparts to coordinate campus-wide international admissions initiatives and explore opportunities for joint international recruiting, etc.

**Candidate Qualifications:**
The successful candidate will hold an advanced degree, J.D. preferred, and have a minimum of five years of increasing administrative responsibility in a creative enterprise. Experience in high level international programs preferred. The successful candidate will understand and describe Penn Law’s strengths in the most competitive arena of international law school recruiting. The successful candidate will have knowledge of database management, reporting systems, and assessment tools related to the admission of academically motivated international students to US law school programs. The successful candidate will demonstrate excellent understanding of effective communication and marketing strategies as well as of novel ideas in financial aid leveraging. The successful candidate will demonstrate commitment to diversity and sensitivity to applicants from different cultural, ethnic, geographic, and experiential backgrounds; international experience and language(s) in addition to English are preferred. We seek candidates who have established track records as collaborators in the workplace, within the immediate department and within the larger institution, as well as records as strong and motivational managers. The successful candidate will demonstrate a creative bent and will be well-suited to representing Penn Law proudly in all manner of public and internal forums.

*The University of Pennsylvania and its Law School are equal opportunity employers.*

*To apply:*

Visit the University’s Job Listings service at https://jobs.hr.upenn.edu/postings/26640.