Position Description September 2017
Associate Director of 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 our scholars and students alike.

Each year, Penn Law attracts outstanding legal practitioners and scholars from around the world to its LLM, LLCM and SJD programs.

Reporting to the Executive Director for Graduate and Programs, the Associate Director helps develop, support and implement a range of strategies to recruit diverse and talented foreign trained attorneys to Penn Law, provides support and programing to optimize the students’ experience while at Penn Law, and helps maintain strong relations with alumni.

Responsibilities include:

Recruitment and Admissions
- Support and implement effective, creative strategies to recruit outstanding students to Graduate Programs, both in the application and admitted student phases.
- Recruit students via email and other correspondence, video and telephone conferencing, and occasional international travel.
- Manage the application process for Penn Law’s LLM, LLCM and SJD programs.
- Develop, fine-tune, and implement systems and part-time staffing for the careful evaluation of 1,400+ applications per cycle.
- Review files and make admissions and scholarship recommendations.

Communication
- Oversee the design and distribution of prospective student, application, and admitted student materials.
- Manage and keep current the content of Graduate Programs websites (currently the external and the admitted student sites).
- Ensure excellent communication about the program, its benefits, its students, and its alumni to internal and external audiences.

Representation
- Represent Penn Law to prospective, admitted, matriculating and graduated students. Represent Penn Law to international schools and universities, law firms,
other employers, and other potential partners both within and outside the University of Pennsylvania.

**Student Life**
- Develop and manage programming for current graduate programs students, including management of the non-academic portion of the LLM’s mandatory 5-week summer program.
- Provide curricular consultation and programmatic direction to students for building a rich intellectual experience and appropriate coursework given professional goals.
- Collaborate with colleagues in Student Affairs, Career Services, Toll Public Interest Center and other departments to ensure excellent programming.
- Work with other Penn departments (such as ISSS) to fully support Graduate Programs’ students.

**Managerial**
- Hire and manage a Graduate School of Education intern from the Higher Education Program on an annual basis, ensuring delegation of appropriate work and a consistent work flow.
- Ensure the GSE Higher Ed intern provides strong, efficient, and accurate service to students, faculty, staff colleagues, and members of the profession, while gaining valuable experience within his or her educational experience.
- Work closely with the Graduate Programs Coordinator, providing direction and guidance as needed.

**Candidate Qualifications**

We seek candidates who are reliable, flexible, committed to ongoing learning and professional growth, and have established track records as successful collaborators in the workplace.

The successful candidate will hold an advanced degree, J.D. preferred, and have a minimum of three to five years of increasing responsibility in higher education administration, with admissions experience preferred. The ideal candidate will have considerable experience working in an environment concerned with international issues and experience dealing with people from around the world. Foreign language skills and international work experience are valued, but not required. The successful candidate will also have the ability to build strong professional relationships with multiple constituents and partners, including faculty and staff within Penn Law and the University of Pennsylvania, colleagues at other law schools, current students and alumni.

**To apply:**
Please apply at [Jobs@Penn](mailto:Jobs@Penn) to reference # 56-26933.

The University of Pennsylvania and its Law School are [equal opportunity](https://www.upenn.edu) employers.