Penn Law is one of the nation’s oldest and most distinguished law schools, and the Wharton School, the nation’s first business school, is recognized globally for intellectual leadership and ongoing innovation. Together, we offer a distinctive cross-disciplinary JD/MBA, graduating a select group of students with both degrees in three years or the more traditional four-year program. The three-year Carey JD/MBA Program immerses students in an accelerated course of study, preparing them for careers in law, public governance, investment banking, private equity, entrepreneurship, hedge funds, and much more. The Associate Director for the Carey JD/MBA Program is the primary architect of a range of recruiting and matriculation strategies, student advising, program management, and stakeholder engagement.

The Associate Director holds a twelve-month position and reports to supervisors at Penn Law and Wharton. This position has responsibilities in the following areas:

**Recruiting and Matriculation:**

- Develop and execute on a multi-channel recruitment campaign to support the admissions cycle through matriculation. Work with partners across Penn Law and Wharton to deploy content across relevant mediums including print, web, video, and traditional and social media.
- Devise and implement a schedule of appropriate recruitment activities, live and virtual, coordinated with both schools’ admissions offices. Personally market the program at relevant events, speaking with individuals and groups of prospective students.
- Evaluate applications (includes reading and interviewing) to the JD/MBA program. Evaluate files from the general JD and/or MBA Admissions applicant pools as capacity allows.
- Coordinate the interview schedules of prospective students.
- Develop and implement a unified approach to notifying students of their admission to the program.
- Develop and execute a robust yield process spanning the time between when a student is accepted and when said student arrives on campus to begin the program, employing current students, alumni, staff, and select faculty in outreach to accepted students.
- Maintain data in all areas of responsibility and assist in the development of metrics to evaluate effectiveness of initiatives and strategies.
- Attend Admissions Committee/Departmental meetings at both schools.
Student Advising and Administrative Responsibilities:

- Facilitate the delivery of the Carey JD/MBA Program, clearly and effectively communicating all requirements for the degree completion and supports available at each school in part through the annual publication of a student manual.
- Provide programmatic advising to students. Coordinate faculty advising and organize the combined efforts of the Law Office of Career Planning and Professionalism and the Wharton Career Management Office to assist students in developing career strategies and plans.
- Coordinate the special course needs of this program, including the summer program and the scheduling of Law courses taken by students for each year in the program.
- Assist in the building of community among the student body in part through the facilitation of events and activities.
- Manage relations with program graduates, including planning special sessions and events around individual alumni visits to campus, overseeing the maintenance of an up-to-date and expanding database and online directory and updating the information for the alumni section of the website, and planning and coordinating arrangements for alumni meetings and reunions.
- Work closely with faculty, registrars, and other administrators at both schools in the aforementioned tasks.
- Develop and manage a budget for the Program and be responsible for gift stewardship of donors.
- Select and manage students to serve as Cary JD/MBA student leadership.
- Other programmatic planning including but not limited to: JD/MBA career treks, spring internships program, JD/MBA capstone, leadership retreat, and Carey graduation ceremony.

Qualifications: B.A./B.S. required; advanced degree preferred. The ideal candidate will have experience developing and sustaining programmatic initiatives at a top tier University and will exhibit exemplary written and oral communication skills, reading/evaluation ability, a strong detail orientation, and the ability to work as a high-level contributor, collaborator, and self-starter. We seek a candidate with strong administrative and organizational experience, with five to seven years progressively increasing responsibility in academic administration or a law firm or business environment. Candidates should display an excellent understanding of academic issues, programs and organization; admissions experience a plus. The Associate Director will demonstrate clear examples of collaboration in prior work settings and have experience representing an institution to prospective clients or students.

To Apply: [https://jobs.hr.upenn.edu/postings/32977](https://jobs.hr.upenn.edu/postings/32977)

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