Job Description

**Director of Student Programs, Center on Professionalism**

Penn Law is one of the nation’s oldest and most distinguished law schools. 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. Penn Law trains graduates to lead in a multi-dimensional world, ready to solve increasingly complex problems in increasingly sophisticated settings.

The Center on Professionalism (COP) evaluates and integrates initiatives from across the Law School to ensure that Penn Law graduates are prepared to fully engage in their legal careers. The Center assures that the doctrinal and analytical skills students learn in the classroom, their coursework in legal writing, and the practitioner skills they acquire through clinical placements, internships, and *pro bono* work are complemented by a comprehensive program of professional training and executive development. As a result, at graduation Penn Law students are equipped with a world-class legal education, are highly competitive in the job market, and are practice-ready.

The Director of Student Programs for the Center on Professionalism is responsible for determining the strategic direction of student programming the Center designs, developing high quality professional development programming that aligns market demands with the curricular and co-curricular offerings at Penn Law, and communicating the unique nature of Penn Law’s professional skill development to internal and external audiences.

The Director of Student Programs is a twelve-month position and reports to the Associate Dean for Professional Engagement. This position has responsibilities in the following areas:

**Student Professional Development Programming:**

- Define and implement the strategic direction of student programs the Center on Professionalism designs.
- Develop an expertise in and deep understanding of the broad professional skill set sought in the legal marketplace.
- Develop an understanding of opportunities for skill development through existing curricular and co-curricular programs.
- Develop professional skill development programming that aligns with market demands and complements existing curricular and co-curricular offerings.
- Develop strategies for effectively communicating the requisite skill set and curricular and co-curricular opportunities to develop this skill set to a range of audience, including students, faculty, staff, alumni and employers.
- Working with colleagues in Admissions, Development and Alumni Relations, the Toll Public Interest Center (“TPIC”), Career Planning & Professionalism (“CP&P”), Student Affairs and other offices, develop a responsive and forward-thinking program of support for First Generation Professionals and other students for whom Center on Professionalism can play a vital role in contributing to their long-term success. These programs will include and will build upon the new Penn Law First Generation Professional Center on Professionalism Fellows Program.
- Working with colleagues in Center on Professionalism, TPIC, Development and Alumni Relations, Student Affairs and Career Planning & Professionalism, execute a mentorship program that uses resources including an online mentorship platform to better and more
systematically connect practicing attorneys with law students. Work on this project will include strategic communication of opportunities to alumni, recruitment of skilled mentors and education of law students about how best to engage with mentors. The Student Programming Director will also develop data analysis methods that will support understanding positive impacts of mentorship on students and junior alumni and typical behavior of participants in the program, with an eye toward better using those trends to enhance the programming.

- Supervise Assistant Director of Center on Professionalism and other administrative staff on projects related to the Center’s student programming.
- Coordinate and define institutional priorities to create a professional development calendar of comprehensive programming.
- Develop strategies for new programs that translate the benefits of one-on-one, professional development counseling to larger groups of students.
- Maintain contact with alumni to select speakers for various programs. Market programs to the students.
- Coordinate programming with student groups and work to complement aligned programming designed by colleagues in other offices, including CP&P, TPIC and Student Affairs.
- Develop content for CP&P web page on professional development programming.
- Work with student, faculty and alumni committees. Participate in Committee work at the Law School via the Career Planning Committee.
- Assist with departmental administrative responsibilities. Administer the Center in the Associate Dean’s absence.
- Participate in professional meetings relating to professional development.
- Attend annual conferences of the National Association for Law Placement. Participate in the Association’s Committee work. Participate in relevant bar association groups.

**Candidate Qualifications:**

The successful candidate will hold an advanced degree, J.D. preferred, and have a minimum of five years of increasing responsibility in administration, professional development and/or career counseling. The successful candidate will demonstrate the ability to design, plan and implement strategic vision and professional development programming. The candidate will have a history of working successfully with diverse constituencies, including employers, faculty, alumni, current students, prospective students, and colleagues. We seek candidates who have established track records as collaborators in the workplace. Commitment to the Penn Law ideals of collaboration are required.

To apply: [http://jobs.hr.upenn.edu/postings/43543](http://jobs.hr.upenn.edu/postings/43543)

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