

JOB OPPORTUNITIES

Assistant Dean Student Affairs Law School

Posted September 18, 2018

Under the supervision of the Associate Dean for Academic Affairs, the Law School invites applications for an Assistant Dean of Student Affairs. The Assistant Dean is responsible for promoting a student-centered educational environment that focuses on the success of each student, and prioritizes diversity and inclusion to enhance the educational experience of all law students.

Primary roles and responsibilities:

- Provide academic and other counseling to students.
- Plan and implement convocation and graduation ceremonies and first-year orientation
- Design programs to enhance the students' educational experience at the Law School
- Serve as liaison to student organizations and advisor to Student Bar Association
- Communicate academic regulations and policies to the student population
- Serve as Deputy Title IX Coordinator
- Administer all ADA educational accommodations at the Law School at direction of University Office of Disability Services
- Oversee the Office of Diversity and Inclusion
- Collaborate with Office of Records and Registration regularly, particularly regarding course registration, leaves of absence, and withdrawals

Qualifications:

- Juris Doctor or equivalent; progressive leadership experience in higher education, preferably in student-facing roles
- Excellent interpersonal skills, written and oral communication skills, organizational skills, conflict management skills, and supervisory skills are required.
- Ability to work in a collaborative environment with all Law School and University stakeholders

Capital University is committed to increasing the diversity of the Capital community and curriculum. This commitment includes Capital's dedication to the development of faculty and staff who are committed to inclusive practices in teaching, learning, working and all other campus and community interactions. Candidates who can contribute to that goal are particularly encouraged to apply.

Capital University offers a rich benefits package that includes medical, dental, vision, retirement, family education benefits, short-term and long-term disability, life insurance and free parking.

Please send a letter of intent and resume (with names, addresses and telephone numbers of three references) electronically to:

DScott2@law.capital.edu

Review of resumes will begin immediately, and will continue until the position is filled.

Please complete the optional confidential data survey

at: <http://www.zoomerang.com/Survey/WEB22A2B2784NM>

For more information on Capital University, visit our website at www.capital.edu.

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