

ASSISTANT DIRECTOR - GATES PUBLIC SVC LAW PROGRAM

Req #: 157351

Department: SCHOOL OF LAW

Job Location: Seattle Campus

Posting Date: 06/19/2018

Closing Info: To ensure consideration, Apply By 07/10/2018

Salary: Salary is commensurate with experience and education.

Shift: First Shift

Notes: As a UW employee, you will enjoy generous benefits and work/life programs. For detailed information on Benefits for this position, [click here](#).

As a UW employee, you have a unique opportunity to change lives on our campuses, in our state and around the world. UW employees offer their boundless energy, creative problem solving skills and dedication to build stronger minds and a healthier world.

UW faculty and staff also enjoy outstanding benefits, professional growth opportunities and unique resources in an environment noted for diversity, intellectual excitement, artistic pursuits and natural beauty. All of which has allowed the UW to be nationally recognized as a "Great College to Work For" for four consecutive years.

Founded in 1899, the University of Washington School of Law is one of the nation's top public law schools; it also enjoys strong private support for leading programs in Asian Law, Global Health, Law & Technology, Tax, and Environmental Law. Located in William H. Gates Hall, a new state-of-the-art facility in vibrant Seattle, the School of Law is also home to the Gates Public Service Scholars program and the Barer Institute for Law and Global Human Services.

The University of Washington School of Law is seeking a full time Assistant Director.

POSITION PURPOSE:

The mission of William H. Gates Public Service Law Program (Gates PSL) is to create a culture at the University of Washington School of Law (UW Law) where students, faculty, and staff are inspired and empowered to make public service, equity, and inclusion an integral feature of their professional lives.

As part of Student and Career Services, Gates PSL is the central hub for public service/public interest law events and programming, career coaching and academic advising, pro bono service, and leadership development at UW Law.

Under the direction of the Gates PSL Director, the Assistant Director will provide specialized career coaching and academic advising to public service law students and graduates. This includes providing coaching/advising sessions to students and alumni; developing, organizing, facilitating, and leading presentations, workshops, panels, and trainings related to public service law pathways, equity and

inclusion issues, pro bono service, and professional development; engaging in strategic outreach and relationship-building with public service legal employers locally and nationally; fostering and supporting leadership opportunities for students and student organizations; and working in collaboration with faculty and staff in the equity, justice, and inclusion communities.

POSITION COMPLEXITIES:

The position requires a compassionate, supportive, and mentor-focused disposition towards students. The individual must remain aware of the changing challenges and opportunities for students, legal education, legal profession, and community needs. This position must have a specialized understanding of community empowerment, social, economic and racial justice.

The position must make independent decisions and recommendations in a fast-paced, high-pressure environment. The individual must remain aware of the rapidly changing challenges and opportunities for students, legal education, legal profession and community needs.

IMPACT TO THE UNIVERSITY:

Created in honor of William H. Gates Sr., a prominent Washington state attorney and public servant, this program awards five scholarships on an annual basis to first year students entering the UW School of Law J.D. program. Each Gates PSL scholarship award will cover tuition, books, other normal fees imposed for University and UW School of Law enrollment, costs of room and board and incidental expenses. Acceptance of a Gates PSL scholarship represents a commitment on the part of each recipient ("Scholar") to work in public service for five years following graduation.

The presence of this Program at the UW School of Law cements our institution's commitment to public service and enhances the experience of the entire law school and university community.

RESPONSIBILITIES:

Student Advising & Coaching

Provide career coaching and mentoring to students and alumni;

Organize and coordinate participation in public service and pro bono job fairs and other Gates PSL programs designed to provide information about public service law careers;

Provide academic advising, including information about the public service graduation requirement, and the public service law concentration track;

Provide coaching and support to UW Law student-led pro bono projects, student organizations, and the Public Interest Law Association;

Collaborate with Student and Career Services on training and programming related to professional development and career opportunities, on topics such as: self-assessments, goal-setting, strategic career planning, resumes, cover letters, networking, mock interviews, developing an elevator pitch, decision-making, professional communication and etiquette and hiring trends;

Conduct and organize presentations, trainings, panels and workshops related to public service careers, including Social Justice Tuesdays and the Gates PSL Speaker Series, Pro Bono Honors Society, other public interest issues, social justice, and equity and inclusion topics;

Develop and facilitate student and alumni networking opportunities with public service law employers, private firm pro bono coordinators, and plaintiff-side private firms;

Stay informed of public services law career trends and the legal job market.

Gates PSL Program Administration

Represent the Gates PSL Program within and outside the campus community providing program information and promoting public service law;

Conduct outreach and recruit students through public information, speaking engagements, law school recruiting events, in collaboration with the Law School Admissions office;

Oversee public relations, including website content management, blog, and social media communications;

Partner with the Director and provide strategic planning & budgeting support;

Evaluate the strategic plan and make recommendations to the Director on ways to improve outcomes and outreach;

Represent the program on behalf of the Director on an as needed basis.

Community engagement and outreach

Foster relationships with the legal community to develop public service opportunities for law students, including attending events and receptions held by public service organizations and bar associations;

Attend relevant conferences and career fairs as appropriate;

Serve on public interest and/or access to justice related committees or advisory boards on a local and national level, as needed and time permitting;

Foster relationships with faculty and staff at the law school and across campus regarding public service projects and activities.

Loan Repayment Assistance Program (LRAP) Management

Manage and administer the LRAP program, including updating application forms, manage media content, recruit and convene selection committee, and correspond with applicants and renewing recipients.

Other duties as assigned

Develop expertise and answer inquiries regarding education debt relief programs such as Federal Income Driven Repayment Plans and Public Service Loan Forgiveness;

Manage the Pro Bono Honors Society, including training for students, administering the recognition criteria, and compiling student pro bono hours;

Manage and administer non-LRAP public service law summer stipends, loans, scholarships, and fellowships, as needed.

REQUIREMENTS:

- J.D. degree;
- A minimum of 4 years working in public interest/public service law including non-profit agencies and/or government agencies;
- Demonstrated project or program management experience;
- Demonstrated cultural and cross-difference competency and communication; demonstrated commitment to access to justice; demonstrated commitment to diversity, inclusion and equity;
- Experience in dealing with diverse communities, constituents and/or stakeholders at local, national and/or global levels;
- Excellent interpersonal and communication skills;
- Strong public speaking and presentation skills;
- Knowledge of public service law careers and experience in public service law as a profession;
- Efficient organization and prioritization of responsibilities, including attention to detail;
- Demonstrated ability to work as part of a team and exhibit skills such as professionalism, diplomacy, and discretion;
- Demonstrated ability to work independently, problem solve, take initiative, and handle multiple projects efficiently and effectively;
- Ability to work a flexible schedule including occasional evening and weekends; must be willing to travel.

Equivalent education/experience will substitute for all minimum qualifications except when there are legal requirements, such as a license/certification/registration.

DESIRED:

- Evidence of leadership in forging strategic partnerships and networks with local and national public service law employers, organizations, and programs;
- Experience with or knowledge of supervising, mentoring, advising or coaching law students;
- Experience with or knowledge of post graduate legal fellowships.

The UW School of Law is committed to building a culturally diverse faculty and staff and strongly encourages applications from women, minorities, individuals with disabilities, and covered veterans.

CONDITIONS OF EMPLOYMENT:

Application Process:

The application process for UW positions may include completion of a variety of online assessments to obtain additional information that will be used in the evaluation process. These assessments may include Work Authorization, Cover Letter and/or others. Any assessments that you need to complete

will appear on your screen as soon as you select "Apply to this position". Once you begin an assessment, it must be completed at that time; if you do not complete the assessment you will be prompted to do so the next time you access your "My Jobs" page. If you select to take it later, it will appear on your "My Jobs" page to take when you are ready. Please note that your application will not be reviewed, and you will not be considered for this position until all required assessments have been completed.