

ASSISTANT DEAN FOR STUDENT AND CAREER SERVICES

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Req #: 176790

Department: SCHOOL OF LAW

Job Location: Seattle Campus

Posting Date: 02/11/2020

Closing Info: Open Until Filled

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 six 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 Dean for Student & Career Services.

The Assistant Dean for Student & Career Services is a key leader at the UW School of Law (UW Law). UW Law's mission is to serve and educate students to be leaders for the global common good. The Assistant Dean is responsible for the leadership of the Office of Student & Career Services. This position reports to the UW Law Dean.

The Assistant Dean will lead all aspects of the Office of Student & Career Services, including Career Services for all law students, the UW Law Public Service Law Program, and the Gates Public Service Law Scholarship Program. Student & Career Services programming includes career counseling, professional development, academic advising, and support for student organizations and public service projects. The staff works holistically with students to provide customized advice, strategy, and support during law school, as graduates enter the work force, and in subsequent career transitions.

This position provides leadership to ensure that students have a positive experience at UW Law and as they seek to enter the legal profession. This requires a comprehensive understanding of legal education and the legal market. The Assistant Dean leads the Office of Student & Career Services, a high-functioning team who are responsible for enriching the student experience and enhancing the law school's academic mission through career counseling, academic advising, and professional development programming. The Office of Student & Career Services works closely with members of the law school community, including faculty, staff, students, and alumni, to develop, support, and coordinate student-focused activities that contribute to the Office's mission. The Assistant Dean is responsible for assessing and making recommendations to the Dean regarding UW Law's engagement in professional and leadership development as well as public service law.

RESPONSIBILITIES:

Leadership and Administration

- Support and supervise coaching efforts of counselors in the JD and graduate programs.
- Develop and implement a strategic plan for the Office of Student & Career Services, including the development of goals and programs to support career and professional development, student recruitment, public service, academic advising, and student organizations, within the framework of UW Law's commitments to diversity, inclusion, equity, and multiculturalism.
- Develop policies and procedures to effectively run Student & Career Services, operationally and academically, and enhance the experience of our students.
- Partner with the Assistant Dean for Finance and Operations to develop an annual budget and operating plan that supports the mission, strategic goals and core values of Student & Career Services.
- Develop initiatives and work with the private and public sector legal community, staff and faculty to implement these initiatives.
- Oversee all placement reporting such as the ABA and US News & World Report.

Programming/Student Advising

- Provide coaching and advising to students.
- Partner with faculty, staff, students, alumni, and members of the community to foster collaborations and initiatives for JD and graduate students.
- Nurture campus, community, and other partnerships that help UW Law strengthen its impact and visibility, including on issues of diversity, inclusion, equity, and multiculturalism.
- Foster and support career and professional development opportunities for students in collaboration with faculty, staff and the community.

Other Duties

- Supervise staff including hiring, performance management, training, discipline, merit and promotion recommendations.
- Perform other related duties as necessary.

REQUIREMENTS:

- Juris Doctor
- A combination of 5 years of experience in higher education and/or as a practicing attorney
- Knowledge of legal industry hiring and professionalism standards and practices
- Excellent oral and written communications skills, interpersonal skills, and presentation skills
- Proven track record leading organizational operations
- Demonstrated ability to work with diverse communities
- Ability and willingness to adjust to changing priorities on very short notice as well as the ability to manage multiple projects with varying deadlines
- Demonstrated ability to collaborate across organizational boundaries
- Strong computer skills including but not limited to the Microsoft Office Suite of applications
- Must have the ability to maintain confidentiality and use discretion
- Previous supervisory experience required, including budget and personnel management

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

DESIRED:

- Strong professional network within the legal community
- Familiarity with the administrative structure of a large university, facilitation and/or teaching experience

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.

Committed to attracting and retaining a diverse staff, the University of Washington will honor your experiences, perspectives and unique identity. Together, our community strives to create and maintain working and learning environments that are inclusive, equitable and welcoming.



The University of Washington is a leader in environmental stewardship & sustainability, and committed to becoming climate neutral.

The University of Washington is an equal opportunity, affirmative action employer. To request disability accommodation in the application process, contact the Disability Services Office at 206-543-6450 / 206-543-6452 (tty) or dso@uw.edu.

Apply for this job

