

Assistant Dean and Director of Admissions - College of  
Law (4185)  
Northern Illinois University

Direct Link: <https://www.AcademicKeys.com/r?job=204750>

Downloaded On: Oct. 3, 2023 12:32am

Posted Jan. 31, 2023, set to expire Dec. 7, 2023

<b>Job Title</b>	Assistant Dean and Director of Admissions - College of Law (4185)
<b>Department</b>	College of Law
<b>Institution</b>	Northern Illinois University DeKalb, Illinois
<b>Date Posted</b>	Jan. 31, 2023
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Associate/Assistant Dean
<b>Academic Field(s)</b>	Admissions/Financial Aid
<b>Job Website</b>	<a href="https://employment.niu.edu/postings/69364">https://employment.niu.edu/postings/69364</a>
<b>Apply By Email</b>	
<b>Job Description</b>	

#### Overview

**Northern Illinois University (NIU)** is a student-centered, nationally recognized public research university, with expertise that benefits our region and spans the globe in a wide variety of fields including the sciences, humanities, arts, business, engineering, education, health and law. Through our main campus in DeKalb, Illinois, and education centers for students and working professionals in Chicago, Naperville, Oregon and Rockford, NIU offers more than 100 areas of study while serving a diverse and international student body.

Situated within NIU, **The College of Law** has a rich history of distinction in legal education is rooted in access, diversity, and excellence in teaching. Student success is our top priority. Our charter is simple: We provide our students with a high-quality and affordable legal education. We want our students to realize the value of a legal education – how their training can help them professionally and how their

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preparation to practice law will allow them to positively impact the communities in which they live.

The highly skilled faculty at NIU College of Law are educated at some of the nation's most prestigious law schools, and they bring a broad range of professional experience to the classroom. They are committed teachers and scholars. Our faculty invest significant time in ensuring student success by designing innovative teaching methods, fully engaging students inside and outside the classroom, and providing students with individualized attention and feedback. And, our small class sizes allow for closer connections between students and faculty – where they get to know and mentor each student through his or her professional development. Our faculty are sought-after speakers and authors contributing to the national dialogue shaping the issues that our society faces.

The alumni of NIU College of Law embody our mission. Our accomplished alumni serve their communities as practicing lawyers in both the private and public sector. They hold top leadership positions in law firms, bar associations, government, private companies, and community organizations. Over 120 of our alumni serve or have served as judges. Our alumni are generous with their time, and many serve as mentors to our students.

**NIU College of Law is particularly proud to be routinely named a top law school nationally for diversity, value, and careers in public interest and government service.** Our diversity enriches the classroom learning experience, strengthens our curriculum, and prepares our students for practice in a richly diverse region and nation. We will continue to cultivate this diversity, promote a culture of equity and inclusion, and support an environment in which all constituents of the law school feel valued and know they have a voice and opportunity to participate in the future of the law school.

With a tradition of public service, we encourage students to become ethical leaders in the legal profession and to maintain a deep concern for justice in their communities, regardless of their practice area. To ensure that our students are prepared to practice effectively upon graduation, we integrate instruction in practical lawyering skills throughout the curriculum and provide a variety of externships and vigorous clinical opportunities. Our clinics serve communities with vulnerable populations that have only limited access to legal representation. And, with our affordable and competitive tuition, our graduates can explore an array of career options, unencumbered by unreasonable debt.

**NIU College of Law has it all: a talented student body, dynamic faculty, accomplished alumni, and hard-working and mission-driven staff dedicated to student success.** We encourage you to review the information on our website, social media, and other outlets to learn more about NIU College of Law. And, when it is safe to do so, we highly recommend you visit us on our campus so you can talk to our faculty, staff, and students and see firsthand everything NIU College of Law has to offer.



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The core mission of the Office of Admissions is 1) to strategically target and to effectively recruit an accomplished, academically strong, and diverse applicant pool; 2) to facilitate and support the application review process of the Faculty Admissions Committee, which selects qualified students for admission; and 3) to maximize the yield of admitted applicants.

### Position Summary

The Assistant Dean and Director of Admissions reports to the Dean of the College of Law. The position has direct and shared supervisory responsibility for admissions office personnel, including the Associate Director of Admissions, the Admissions Representative, and graduate assistants.

### Essential Duties and Responsibilities

The Assistant Dean and Director of Admissions provides leadership and creativity in all of these functions:

- Manages Admissions & Recruitment Office and Operations
- Develops and implements strategic admission policies, programming and procedures employed by the College of Law
- Assists with the financial aid process for all law students and serves as a liaison to the University financial aid office
- Oversees On-Campus Recruitment Events and Off-Campus Travel
- Directs Admissions and Recruitment Marketing & Communications
- Identifies and Executes Diversity and Pipeline Outreach and Programming
- Manages 1L Transition and Engagement Initiatives
- Produces and Monitors Statistical Reports and Enrollment & Scholarship Initiatives
- Serves as a voting member of the Faculty Admissions Committee
- Administers Orientation and Student File Creation Process
- Perform other duties as assigned by the Dean.

Minimum Required Qualifications (Civil Service)

Specialty Factors (Civil Service)

Preferred Qualifications (Civil Service)

Minimum Required Qualifications (SPS)

A Juris Doctor from a law school accredited by the American Bar Association (preferred) or a graduate degree in a relevant field such as communications, business, or marketing.



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Two to four years in a university undergraduate, or professional school admissions setting. A law school setting is strongly preferred

Experience conducting predictive modeling;

Experience writing queries, as well as gathering and reporting admissions related statistics

Additional Requirements (SPS)

Preferred Qualifications (SPS)

Extensive experience with ACES2 (the law school admissions database), or a comparable database, and social networking systems are preferred.

Strong skills in the areas of strategic planning and assessment;

Strong skills in the areas of marketing and recruitment;

Excellent interpersonal skills, written communication skills, and public speaking skills;

The ability to work effectively within a deadline-driven team environment; and Strong organizational skills and the ability to collaborate effectively with College of Law colleagues, various University offices, and the greater law school admissions community.

### Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

### Contact