Assistant Dean Student Affairs – Law

Definition of Class
This is a supervisory position in which the incumbent is responsible for developing and implementing programs to enrich the law school. Incumbent helps law students succeed academically, personally, and professionally. Discretion and independent judgment are used frequently. This position reports to the Dean and collaborates with the Associate Dean for Academic Affairs.

Examples of Work Performed
Develops and implements a wide variety of programs ensuring that law students succeed academically, personally, and professionally.

Collaborates with and provides support to other senior administrators at the law school, including the Dean, the Associate Dean for Academic Affairs, the Admissions Office, the Career Service Office, the Academic Support Program, the Registrar, Development Office, alumni affairs, and other administrative personnel. Works effectively through faculty governance processes, serving on faculty committees and cooperating with individual faculty.

Develops and organizes orientations for entering students. Builds and manages programming for orientations involving law faculty and administrators, practitioners, bar associations, university administrative personnel, and law school student organizations.

Plans, organizes, and supervises law school graduation and award/recognition ceremonies.

Supervises, coordinates, advises, and promotes student organizations, including law school student government. Assists student organizations in establishing appropriate governance structures and in complying with all law school and university requirements.

Develops and administers the law school’s student affairs budget.

Serves as an advisor for the law school Honor Council and provides support for law school student discipline structures. Ensures reporting by students of character and fitness matters.

Coordinates and supervises student disability services at the law school, including communicating to students regarding disability issues. Arranges for classroom and exam accommodations.

Supervises and coordinates student counseling and intervention efforts.

Assists students seeking university services, including financial aid and other matters.

Reviews and evaluates relevant school of law policies. Recommends policy changes as appropriate.

Supports the law school’s efforts to attract and serve a diverse student body and to promote an inclusive environment.

Supervises and coordinates the work of any assigned personnel.

Achieves and maintains high level of continuing professional development by attending conferences. Facilitates ongoing education of the faculty and staff regarding student affairs and student life issues.

Manages and maintains student information appropriately and confidentiality.
Performs similar or related duties as assigned or required.

**Essential Functions**
These essential functions include, but are not limited to, the following. Additional essential functions may be identified and included by the hiring Department.

1. Develops and implements a wide variety of programs ensuring that law students succeed academically, personally, and professionally.
2. Develops and administers the law school’s student affairs budget.
3. Supervises and coordinates student counseling and intervention efforts.
4. Manages and maintains student information appropriately and confidentially.
5. Supervises and coordinates the work of any assigned personnel.

**Minimum Qualifications**
These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to the University of Mississippi's Department of Human Resources in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

**Physical Requirements:** These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements.

- **Physical Exertion:** The incumbent may be required to lift up to approximately 20 pounds.
- **Vision:** Requirements of this job include close vision.
- **Speaking/Hearing:** Ability to give and receive information through speaking and listening.
- **Motor Coordination:** While performing the duties of this job, the incumbent is frequently required to sit; talk and hear; and use hands to finger, handle or feel objects, tools or controls. The incumbent is periodically required to reach with hands and arms. The incumbent is occasionally required to stand; walk; climb or balance; and stoop, kneel, crouch or bend.

**Experience/Educational Requirements:**

- **Education:** Juris Doctorate degree from an accredited college or university.

AND

- **Experience:** Two (2) years experience related to the above described duties.

AND

- **Licensure:** A valid driver's license.

**Background Check Requirements**
This position requires a background check upon hire.

**Interview Requirements**
Any candidate who is called for an interview must notify the Department of Human Resources in writing of any reasonable accommodation needed prior to the date of the interview.
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The University of Mississippi is an EOE/AA/Minorities/Females/Vet/Disability/Sexual Orientation/Gender Identity/Title VI/Title VII/Title IX/504/ADA/ADEA employer. The University complies with all applicable laws regarding equal opportunity and affirmative action and does not unlawfully discriminate against any employee or applicant for employment based upon race, color, gender, sex, sexual orientation, gender identity or expression, religion, national origin, age, disability, veteran status, or genetic information. The University of Mississippi is an “at will” employer. This job description does not constitute an employment contract or negate “at will” employment.