

Assistant Dean for Admissions, School of Law

- School of Law
- Staff Full-time

Position Title: Assistant Dean for Admissions, School of Law

Department: School of Law

Advertised Pay: Competitive rate of pay

Campus Location: Washburn University

The screening committee will review all eligible applications submitted by April 15, 2024

Position Summary: The Assistant Dean or Executive Director for Admissions is responsible for all aspects of the Washburn University School of Law (Washburn Law) admissions strategy and mission, including recruitment, marketing, admissions, and scholarships.

Essential Functions:

Develop and implement a comprehensive recruitment strategy and marketing plan that results in a strong applicant pool for admission to Washburn Law. Collect and analyze data to assess the effectiveness of recruitment marketing campaigns and make adjustments to enhance and improve marketing/recruitment results.

Develop and implement plans to recruit potential students for Washburn Law attendance at university/college visits and events, Law School Admission Council (LSAC) forums, and represent the law school at regional and national recruitment events. Identify, train, schedule and oversee a corps of alumni, faculty, and current students to assist with recruiting and retention efforts. Devise recruitment and marketing efforts targeted toward groups such as those eligible for in-state tuition, underrepresented populations, and scholarship-eligible candidates to attract a diverse population of candidates. Identify, analyze, and respond to market trends and renew or adapt recruitment strategies to maximize Washburn Law recruitment efforts.

Work one-on-one with pre-law advisors at Baker University and Washburn Law to

recruit students for the "3+3" programs.

Review all letters and other written materials relevant to Washburn Law recruitment to ensure effective and professional communications with prospects, applicants, and admitted students.

Working closely with the Dean and faculty admissions committee, formulate enrollment targets and admission standards for the Law School's educational programs. Advise prospective and admitted students on admission requirements, the admissions process, and Washburn Law. Direct the onboarding process, recruiting and communication efforts, including the social media account, for students in the LL.M. program

Responsible for reviewing all J.D., LL.M. and M.S.L applications during the admissions process to ensure applications are processed accurately, equitably and efficiently. Review and assess applications and provide recommendations and observations to the Admissions Committee as it determines acceptance or denial of admission to Washburn Law.

Work with the Dean to develop a strategic scholarship allocation plan, considering the availability of scholarship funds and establishing academic and personal criteria that allow appropriate consideration of all scholarship applications and meet retention targets.

Develop post-admission enrollment activities and events to increase retention of admitted students. Work with faculty, students, administrators, and alumni to enhance admitted students' experiences and facilitate their early engagement with Washburn Law. Prepare and present comprehensive reports and data analyses related to admissions trends and demographics to the Dean, faculty and law school constituents to advise and inform Washburn Law stakeholders of current National and University trends as well as the status of incoming classes.

Through leadership and direction, ensure that the Admissions office operates efficiently and staff employs excellent communications in the course of their work. Hire, train, supervise, and evaluate Admissions Staff. Develop and manage the Law School admissions budget and costs to maximize funding allocated for recruitment activities.

Participate in regional and national peer meetings and discussions, keeping up to

date on the latest programs and policies of the LSAC and the American Bar Association, as well as best practices in the fields of law school admissions and financial aid.

Perform additional job-related duties as assigned or as appropriate.

Required Qualifications:

For the Assistant Dean level:

Juris Doctor and three years of experience in admissions/recruiting in higher education or closely related experience.

For the Executive Director level:

Master's degree and three years of experience in admissions/recruiting in higher education or closely related experience.

Demonstrated effective organizational, interpersonal, and communication skills, including public speaking.

Proven ability to communicate with diverse constituencies to effectively convey the strengths and values of Washburn Law.

Proven effective computer skills including MS Office and awareness of social media use and trends.

Demonstrated ability to meet deadlines in a fast-paced environment.

Valid driver's license with a driving record that meets University standards.

Physical Requirements:

Ability to lift boxes of materials weighing as much as 20 pounds. Requires occasional evening and weekend work, and periodic travel.

Preferred Qualifications:

Experience in law school admissions using UNITE or ACES2.

Special Instructions to Applicants:

Full time Exempt

Washburn is an EOE and is dedicated to providing a student-centered and teaching-focused academic and work environment. We seek candidates who are committed

to Washburn's efforts to create a campus climate that fosters the growth and development of a diverse student body, and we encourage applications from members of groups that have been historically underrepresented and/or marginalized in higher education.

Washburn University provides equal access to and opportunity in its programs, facilities, and employment without regard to race, color, religion, age, national origin, ancestry, disability, sex, sexual orientation, gender identity, genetic information, veteran status, or marital or parental status.

Washburn University is committed to providing reasonable accommodations to applicants for employment. If you are an applicant who needs a reasonable accommodation to participate in the application or interview process, please email benefits@washburn.edu or call 785-670-1538 at least five (5) business days in advance of the date you need the requested accommodation.

To apply, visit <https://careers.washburn.edu/jobs/assistant-dean-for-admissions-school-of-law-topeka-kansas-united-states>.