

Charlotte School of Law  
Charlotte, NC

## Position Specifications Associate Dean of Admissions

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CHARLOTTE SCHOOL *of* LAW

[www.charlottelaw.edu](http://www.charlottelaw.edu)

## THE OPPORTUNITY

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### **Overview:**

Founded in 2006, Charlotte School of Law is responding to the changing needs of the legal profession by providing a rigorous, innovative, academic curriculum coupled with experiential contexts to promote practice readiness. The School was fully accredited by the ABA in June of 2011. In August of 2013, the School will be realizing its original plan of being located in the heart of uptown Charlotte. The students will have easy access to local state and federal courts as well as numerous Fortune 500 companies.

The academic mission of “Inclusive Excellence” is structured around three core concepts that make the Charlotte School of Law experience unique and provide a pathway to future success and fulfillment. These three ideals form a foundation for every aspect of the school—from academics and pro bono work to career development and community leadership.

**Practical preparation is critical.** A rigorous curriculum has been created to ensure that students are equipped with practical skills that will allow them to thrive in a professional setting. Students are taught not only the traditions and theory of law, but also how to apply this learning through critical thinking and analytical skill sets. The School addresses what using a law degree in “real life” can mean to an individual both personally and professionally.

**Students are the focus.** The faculty is driven by a desire to motivate and energize the student community in every aspect of the Charlotte School of Law experience. Professors are accessible mentors who take an active role in the development of students and help them to embrace their legal education and capitalize on the opportunities within the school and community network of resources. Student success is of the utmost importance to everyone at the institution, on every level.

**It is essential to serve our community.** The Charlotte School of Law believes strongly that tomorrow’s leaders must reflect and interact effectively with an eclectic collective of people and cultures. Consequently, the school places strong emphasis on serving the underserved through community service and pro bono work in an inclusive environment that fosters a demanding yet supportive educational setting for a diverse community.

Charlotte School of Law is in the spotlight with these recent accomplishments.

- Charlotte School of Law is pleased to announce the appointment of Jay Conison as the new Dean of the law school, effective April 15. Mr. Conison has extensive experience in strategy, finance, business development, external affairs, and overall management of law schools. Most recently, he served as Dean of Valparaiso University Law School. [Read more.](#)
- Charlotte School of Law was named to the 2013 President’s Higher Education Community Service Honor Roll. This designation is the highest honor a college, university or professional school can receive for its commitment to volunteering, service-learning, and civic engagement. [Read more.](#)

**Location:** Charlotte, NC

**The Position:**

Charlotte School of Law is seeking an Associate Dean for Admissions as a key player on the management team. The Associate Dean for Admissions is responsible for the overall leadership and strategic direction of the admissions program. The Associate Dean for Admissions is also responsible for creating and executing the school's recruitment plan in conjunction with the Dean and President. A key component of this role is to manage relationships with key internal departments and constituents. As a member of the management team, the Associate Dean for Admissions reports directly to the President of the law school.

The school is the third school to be a member of [The InfiLaw System](#), a consortium of independent law schools committed to making legal education more responsive to the realities of new career dynamics. Its mission is to establish student-centered, American Bar Association (ABA) accredited law schools in underserved markets that graduate students with practice-ready skills, and achieve true diversity programs aimed at student academic and career success.

**Primary Duties & Responsibilities:**

- Manage, direct, and develop current staff members in the admissions department.
- Develop, implement, and manage on-going evaluation of annual enrollment plan.
- Prepare and manage admissions budget.
- Assist in the comprehensive planning and creation of strategic objectives of the law school.
- Develop and implement a comprehensive recruitment/marketing strategy; including travel, direct mail/e-mail campaigns, publications, and pre-law advisor relationships.
- Serve on law school committee managing the ABA accreditation process.
- Represent the law school locally, state-wide, and nationally.
- Manage and implement best practice initiatives and meetings.
- Report admissions metrics (weekly & monthly).

**Qualifications:**

- Bachelor's degree required.
- JD from an ABA-approved law school desirable.
- At least 5 years of progressive admissions experience in higher education, preferably in a high growth environment.
- Strong skills in management. Able to coordinate and lead the work of the admissions department in support of the institutional recruitment plan.
- Strong analytical skills and the ability to evaluate and utilize data in planning and decision-making.
- A proven track-record of progressively responsible experience and accountability in the admissions function within higher education.

**Skill Requirements:**

- A clear understanding of, and experience with, the strategic role that marketing and information technology play in effective student recruitment.
- Hands-on management style that includes the ability to train, develop, motivate and mentor staff members.
- Strong leadership, organizational, analytical, and communication skills.
- Strong attention to detail; able to manage multiple priorities under tight deadlines; high energy level.
- Exceptional presentation skills.
- A strong commitment to Charlotte School of Law's mission pillars of student centeredness, practice preparedness, and serving the underserved.

**Salary:**

Salary will be commensurate with experience. Charlotte School of Law offers a [full benefits package](#). For more information about Charlotte School of Law, please visit [www.charlottelaw.edu](http://www.charlottelaw.edu).

**Why consider the opportunity?**

- **Mission.** Our entire academic mission is structured around three core mission concepts that make the Charlotte School of Law experience unique and provide a pathway to future success and fulfillment. These three ideals form a foundation for every aspect of the school—from academics and pro bono work to career development and community leadership. [Read more](#).
- **Unique character.** Motivated workforce which operates with emotional intelligence and continuous improvement based principles.
- **Location.** Charlotte is a lovely, diverse city with international flavor which boasts reasonable cost of living, fabulous amenities and activities, and a temperate climate with abundant sunshine and warmth.

## PROCEDURE FOR CANDIDACY

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Confidential review of applications will begin immediately and continue until position is filled.

To apply, please click here or cut and past the URL into your browser:

**Apply Now**

<http://summitsearchsolutions.catsone.com/careers/index.php?m=portal&a=details&jobOrderID=2042707>

**For nominations or further information please contact**

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*The Charlotte School of Law is an Equal Opportunity Employer. It is our policy to prohibit discrimination and harassment of any type and to afford equal employment opportunities to employees and applicants, without regard to race, color, religion, sex, national origin, age, disability, genetic information, or veteran status. We will conform to the spirit as well as the letter of all applicable laws and regulations.*





## CHARLOTTE, NORTH CAROLINA

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**Vibrant, energetic Charlotte, North Carolina** is a bustling area of growth and opportunity at the center of one of the fastest growing regions of the United States. With a culture of the New South, the city is poised to meet the new needs and interests of its population as well as global interests and initiatives. Charlotte offers a wide range of professional opportunities as well as a strong sense of a community.

Home to a multitude of cultural arts as well as two professional sports teams, the Carolina Panthers and the Charlotte Bobcats, Charlotte has one of the fastest growing center cities in America. Restaurants abound, with world-renowned chefs “at every turn”. Many professionals, families and retirees call Charlotte home.

*Interesting facts about Charlotte, North Carolina:*

- Is the **2nd largest banking center** in the nation, controlling more than \$2 trillion in assets
- Ranks **5th in Most Desirable Place to do Business** by *Area Development Special* magazine
- Ranks **5th in metropolitan cities for overall wellbeing** (Gallup)
- Ranks **9th nationally in the number of Fortune 500** companies headquartered
- Is one of the **"Top 10 Cities for African-Americans to Live"** by *Black Enterprise* magazine
- Is the **17th largest city in the U.S.** in total population
- Ranks among the top 20 **"America's Most Wired Cities"** (Forbes.com)
- Has been named **"Tree City USA"** for 31 years in a row by the National Arbor Day Foundation
- Ranks as one of the **"Best Cities for Small Business"** by *Entrepreneur* magazine
- Is home of Imaginon, the **top ranked** children's museum in the country (Livability.com)



*For additional information on Charlotte, NC, please visit:*

- [City of Charlotte](#)
- [Charlotte Chamber of Commerce](#)
- [Charlotte Observer](#)



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