



University of New Hampshire

ASSOCIATE DEAN, ADMINISTRATION AND ENROLLMENT

Institution Information

The University of New Hampshire Franklin Pierce School of Law is an intimate, innovative law school, committed to developing students who enjoy challenging dialogue from the first moments of orientation, embrace practice-based learning, and stand ready to join the ranks of alumni who are global leaders in intellectual property, general practice, public interest and social justice, and commerce and technology. Our Legal Residency program allows students to work in their fields of interest for up to a full semester while receiving credit and our Daniel Webster Scholar program is the only practice-based bar exam alternative in the nation. Our faculty consists of practitioners experienced in their fields of interest. The small student/faculty ratio promotes collaboration and collegiality. Accredited by the American Bar Association, UNH Franklin Pierce is located in Concord, New Hampshire, home to the state's legislature, state offices, as well as local, state and U.S. federal courts. Concord is just an hour's drive from Boston, and we are located less than an hour from mountains, lakes and the Atlantic Ocean.

The UNH Diversity Resource Guide with information and programming available in the seacoast area, New Hampshire and the region can be found here: <https://www.unh.edu/hr/diversity-resource-guide>

Summary of Position

The University of New Hampshire Franklin Pierce School of Law is inviting applications for the position of Association Dean for Administration and Enrollment.

The Associate Dean for Administration and Enrollment is a key member of the leadership team of the law school and exercises strategic oversight for accreditation and standards, career services, student affairs, marketing and communications, admissions and enrollment, facilities, and the law library; development of strategic initiatives; and oversight of non-faculty personnel.

Acceptable minimum level of education: Terminal Degree.

Acceptable minimum years of experience- 7-10 years.

Additional Job Information

This position will have a priority review date of March 1, 2021. Please address how you have contributed to Diversity, Equity and Inclusion in your scholarship and work in the required Diversity Statement.

Duties/Responsibility:

The Associate Dean is responsible for accreditation and data collection activities including but not limited to: ABA annual questionnaire; ABA employment questionnaire (in conjunction with career services office); market surveys such as US News & World Reports, Princeton Review, and similar publications; liaising with UNH Institutional Research (IR) and staff responsible for university-wide accreditation and data collection activities. Working with the Associate Dean of Academic Affairs, co-coordinate and oversee ABA site visits and associated reporting. The Associate Dean serves as a principal contact person for the law school.

The Associate Dean is also responsible for monitoring proposed revisions to the ABA Standards and sharing information about them with the Dean, Associate Dean for Academic Affairs, and relevant standing committees. The position may be asked to draft comments on such proposed standards for the Dean.

In conjunction with the Dean, and working with external entities, as well as faculty and staff, the Associate Dean coordinates and manages the implementation and execution of innovative strategic planning, initiatives and collaborations, including visioning, strategic planning, execution and oversight.

In conjunction with the Dean, and working with external entities, as well as faculty and staff, the Associate Dean coordinates and manages the implementation and execution of innovation strategies, including preparing reports for approval by relevant

accrediting bodies and the University of New Hampshire. This role anticipates involvement across the spectrum of innovation, including visioning, strategic planning, management, and execution. This responsibility includes, but is not limited to, relationships with iLaw and other online collaborations. This responsibility also includes supervising potential innovations with regard to existing programs, including the library.

The Associate Dean, consistent with their experience and the responsible performance of their other duties, may be charged with serving as chief enrollment management officer and head of the Office of Admissions. Admissions duties would include the development of strategic recruitment and marketing plans, rendering final admission decisions and awarding scholarships, oversight of compliance functions and management of admissions staff, and management of the admissions budget. As head of the Admissions Office the Associate Dean will responsibly manage the processes for developing scholarship grids, negotiating with applicants, approving budgeted expenditures for the office and monitoring veterans benefits. Associate Dean will also be responsible for managing the admitted class to meet Net Tuition Revenue targets, median targets, and headcount with the goal of maximizing Net Tuition Revenue with all entering cohorts.

Other minimum qualifications

- JD required.
- Proven experience in working effectively with administrative faculty/staff including senior leadership in a higher education role.
- Seven years experience and relevant training and/or experience as a dean, associate dean, assistant dean, Associate Dean of Admissions, Director of Admissions, or chair of an academic unit at a college.
- Demonstrated organizational ability, work on multiple projects with competing deadlines and establish departmental goals and workload priorities.
- Proven experience in mediation and de-escalation, and recognized leadership and experience in advancing equity, diversity, inclusion and multiculturalism within a complex organization. The ability to function effectively within a team environment with demonstrated judgment, analysis, and decision-making skills is highly valued.

Additional Preferred Qualifications

- Knowledge and understanding of Net Tuition Revenue maximization strategies as they relate to enrollment.
- Knowledge of ABA standards, law school rankings through US News and World report, enrollment strategies, facilities management.

To view description and apply, visit <https://jobs.usnh.edu/postings/38699>

The University System of New Hampshire is an Equal Opportunity/Equal Access/Affirmative Action employer. The University System is committed to creating an environment that values and supports diversity and inclusiveness across our campus communities and encourages applications from qualified individuals who will help us achieve this mission. The University System prohibits discrimination on the basis of race, color, religion, sex, age, national origin, sexual orientation, gender identity or expression, disability, veteran status, or marital status, genetic information, and political orientation. Application by members of all underrepresented groups is encouraged. Hiring is contingent upon eligibility to work in the U.S.