Assistant or Associate Dean of Students, College of Law

Position ID: 39441

Location

Institution: Georgia State University
College/Div/School: College of Law

Position Description

New Position?: Yes
Job Class: Assistant Dean, Associate Dean, Administrative

Job Description:

ASSISTANT OR ASSOCIATE DEAN OF STUDENTS

GSU Log# 19-107

Georgia State University College of Law in Atlanta is seeking to hire a full-time Dean of Students at the Assistant or Associate level, depending on experience. This is a full-time faculty position, at the rank of Academic Professional, reporting to the Dean of the College.

The Dean of Students has oversight of all aspects of academic advisement in the College. This position is responsible for orientation activities and provides guidance to students on course selection, scheduling, graduation requirements, and dismissal. The Dean of Students works with the Associate Dean for Academic Affairs and the Director of the Academic Success Program to develop strategies and provide resources for bar passage and general academic success. This position also serves as liaison between students and other University Departments, such as Financial Aid and Student Accounts.

The Dean of Students is responsible for assisting students with difficult personal issues that arise in the course of their studies. These may include the need for disability accommodations or leaves of absence from the school. In addition, the Dean of Students meets with students when violations of the GSU Honor Code, the Code of Student Conduct, or other disciplinary issues arise. This position is responsible for implementing existing wellness programming and developing new opportunities in this area. He or she serves as the College’s liaison with the central University’s counseling office.

The Dean of Students supervises, coordinates and advises student organizations and plays a leadership role in various student events throughout the year, including Honors Day, Law Week, and GSU Day of Service. This position manages the College’s Pro Bono Recognition Program and works collaboratively with the College’s Center for Access to Justice in developing pro bono opportunities for students throughout the year.

The possibility of teaching in the law school curriculum exists for those applicants with relevant qualifications.

Required Education and Experience:

- A J.D. degree from an ABA accredited law school.
- Several years of progressively responsible related work experience (for example, in student services, counseling, student advisement, law or similar fields);
- Exceptional written, verbal, organizational and interpersonal skills;
- Ability to work well with a diverse population; and
- Demonstrated success in program management and collaborative leadership.

Preferred Qualifications
• Experience or degree in psychology, counseling, or a related field;
• Work in higher education.

Application Procedure:

Applications including (1) a resume, (2) statement of interest, (3) indication of expected salary, and (4) identification of three references should be submitted to Jessica Cino, Associate Dean for Academic Affairs, Assistant/Associate Dean of Students Search, Georgia State University College of Law, P. O. Box 4037, Atlanta, Georgia 30302-4037. Alternatively, applicants may submit materials electronically to jgcino@gsu.edu, using subject line “Law 2018 ADS Search.” Application deadline is June 1, 2018. An offer of employment will be conditional on criminal and educational background verification.

For additional information, you may contact Associate Dean Cino at jgcino@gsu.edu or 404-351-9044.

*Georgia State University is an Equal Opportunity Employer and does not discriminate against applicants due to race, ethnicity, gender, veteran status, or on the basis of disability or any other federal, state or local protected class.*

Part of one of the Southeast’s largest comprehensive research universities, Georgia State Law is a dynamic urban-centered law school located in the heart of Atlanta with approximately 650 full- and part-time students. The College of Law was created in 1982 based on its founders’ belief that a first-rate law school not only can, but also must be tailored to meet the needs of the students who enter its doors. Although Georgia State Law has grown substantially in scope and reputation in its 35 years, this flexible, entrepreneurial and student-centric spirit continues to resonate throughout our institution. The College of Law brings together a dynamic group of faculty and staff who promote scholarship and service that enriches the legal profession and communities we serve. Our community fosters a culture based on ambition, hard work, dedication and perseverance.

Institution Employment Link:

• Georgia State Faculty Positions
• Georgia State Staff Positions
• Perimeter College

CIP Discipline Code: Law
Legal Services (Admin code)

Degree Levels: J.D.
Position Type: Faculty

Dates

Application Deadline:
Friday, June 1, 2018

Position Starting Date:
To Be Determined
Contact hiring institution for further details.

Status

Vacancy Status:
ACTIVE

*The hiring institution advertising this vacant position is responsible for the application, hiring procedures and content within this advertisement. Please contact the institution for questions concerning this vacant position.*