

Northwestern

PRITZKER SCHOOL OF LAW

Job Summary:

The Director of Diversity, Education, & Outreach is responsible for the development and management of all Diversity Education & Outreach programs and activities in the Law School. This includes recruitment, planning, coordination, project management, conflict management, budgeting, student counseling, relationship building, and external networking as outlined in the duties described below.

Please note: The Director of Diversity, Education, & Outreach must be willing to travel and when necessary, work a flexible schedule (night and weekend events are sometimes necessary).

Specific Responsibilities:

- Works with school deans, faculty, staff, and other administrative offices to plan strategies, develop programs, and implement new activities that foster and support diversity and inclusion in the law school student population. With Law Admissions, develop and implement innovative recruitment strategies to attract a larger number of diverse student applicants through work with Student Services, personal visits to target schools and cities, dissemination of materials promoting the Law School, coordination of student, faculty, and alumni efforts, and individualized follow-up with applicants. Advises the Dean and faculty on diversity and inclusion issues.
- Leads Diversity, Education, and Outreach initiatives in the Law School, ensuring the continued development of an inclusive, student-focused culture. Oversee and plan programs, workshops, and training sessions with students, staff, and faculty to promote the school's effort to build and maintain an environment that is inclusive, pluralistic, and diverse. Oversees programs to support the integration of diverse students into the law school community.
- Serve as an advisor to individual students on academic issues, curricular and educational decisions, academic progress and performance, and career objectives. Serves as an ombuds for students when necessary. Provides guidance and support to 12+ student groups who serve diverse students or whose mission involves diversity.
- Collaborates in program and policy development with Student Services to ensure that diversity goals are included in event planning, budget preparation, and promotion of the mission.
- Takes on Student Services assignments as delegated by the Associate Dean of Students, including matters related to the honor code, character and fitness, examinations, orientation, convocation, ADA accommodations, and other matters related to Student Life. Represents Dean of Student Services in circumstances as needed.
- Builds external networks to promote diversity goals of law school. Represents the school at the local, state, and national levels on all matters related to diversity affairs.
- Fosters the development of a vibrant community of diverse scholars through work with diverse alumni, faculty, and current students. Ensures diversity goals and initiatives are integrated in the Law School community, including marketing efforts, recruitment, and other strategic objectives and matters.
- Develops financial aid resources (including scholarships) and employment opportunities for diverse students through coordination with a range of private and not-for-profit organizations.
- Plans and manages Diversity Education and Outreach budget; coordinate and consult in planning and management of Student Affairs' budget. Reviews and approves expenditures charged to and revenues applied to Diversity Education and Outreach and assigned student groups.
- Performs other duties as assigned.

Minimum Qualifications:

- Successful completion of a full course of study in an accredited college or university leading to a JD degree.
- Minimum of 3 to 5 years of legal or comparable experience.
- Demonstrated ability to establish and maintain strong interpersonal relationships with students, faculty, alumni, staff, legal professionals, and the general public.
- Demonstrated ability to engage others in difficult conversations and manage conflict.
- Proven ability to exercise initiative and judgment in coordinating various programs to serve the best interest of all parties involved.
- Must be self-directed and willing to identify and assume new responsibilities as the needs of the Law School change and grow.
- Must be willing to travel and when necessary, work a flexible schedule (night and weekend events are sometimes necessary).
- Strong computer skills, including word processing and spreadsheet applications.

Preferred Qualifications:

- Prior experience in counseling, recruitment, and/or job placement in a law school or comparable setting strongly preferred.
- Prior experience in both advocacy and conflict management/resolution settings.
- Prior experience that encompasses broad range of client interactions, including, at least, racial, ethnic, religious, geographic, sexual identity, and socio-economic status diversity.
- Strong communicator.
- Highly organized.
- Experienced advocate.
- Proven conflict management/resolution ability.
- High degree of comfort working with a wide variety of competing constituencies.

Apply:

https://nuhr.northwestern.edu/psp/hr91prod_er/EMPLOYEE/HRMS/c/HRS_HRAM.HRS_CE.GBL?Page=HRS_CE_JOB_DTL&Action=A&JobOpeningId=28797&SiteId=1&PostingSeq=1

As per Northwestern University policy, this position requires a criminal background check. Successful applicants will need to submit to a criminal background check prior to employment.

Northwestern University is an Equal Opportunity, Affirmative Action Employer of all protected classes including veterans and individuals with disabilities.