



FORDHAM UNIVERSITY

THE JESUIT UNIVERSITY OF NEW YORK

Position: A01215

Date: 02.02.21

ADMINISTRATIVE POSITION ANNOUNCEMENT

TITLE OF POSITION/RANK: Managing Director, Clinical Program

DEPARTMENT: Fordham University School of Law
Lincoln Center

POSITION SUMMARY:

The Managing Director of the Law School's Clinical Program oversees the operations and administrative functions for the Law School's nationally ranked Clinical Program that serves approximately 250 students each year. The Managing Director reports to and works with the Associate Dean for Experiential Learning ("Associate Dean") and the Faculty Director of Clinical Programs ("Clinical Director"), in collaboration with the Senior Administrative Director, clinical faculty, support staff and clinical students, to deliver the highest quality legal services to the clients of Lincoln Square Legal Services, Inc., the Clinical Program's incorporated non-profit law firm. The Clinical Program is committed to becoming an anti-racist program, and the Managing Director will help to ensure that the Clinical Program can achieve this goal. The Managing Director assists in creating and sustaining a dynamic culture within the Clinical Program of service to others, especially to LSLs clients and the Law School's students. The Managing Director is deeply engaged in the educational and public interest mission of the Clinical Program.

RESPONSIBILITIES:

The Managing Director of the Law School's Clinical Program manages the non-faculty staff, oversees the budget, ensures compliance with the legal profession's regulations and rules, engages with the experiential leadership team in the Program's overall communications strategy and implementation, collaborates with the Law School's and University's IT Departments to ensure necessary systems and technologies are in place, and serves as the law firm administrator for LSLs. To fulfil this role, the Managing Director will work with the Associate Dean and Clinical Director and the Senior Administrative Director of Experiential Programs, as well as work collaboratively with the clinical faculty and staff, and have major responsibilities in:

Management

- Supervise non-attorney support staff (legal assistants, student workers, and an executive secretary) which includes determining staff needs, training, monitoring performance, evaluating, and providing feedback, recruiting and screening applicants for staff positions, and scheduling.
- Oversee legal and administrative projects conducted by the staff such as scheduling, court filings, briefs, delivery, court rules, billing, data base maintenance, clinic application process, etc.
- Manage Clinic operations in conjunction with the Facilities and IT staff.
- Represent the Clinical Program in the Assistant Deans and Administrator meetings with the Dean.

Budget Oversight

- Manage the clinical program budget, including drafting reports and forecasting expenses and revenue.
- Work with the Experiential Program leadership team to develop, implement and enforce budget-related policies and ensure compliance with University policies and protocols.
- Supervise purchasing and invoicing.
- Work with staff and University Senior Grant Officer to administer clinic grants.

Compliance

- Work with the Experiential Program leadership team and outside counsel to ensure compliance with New York State rules and regulations governing attorney practice, malpractice insurance, tax reporting requirements, professional responsibility requirements and grant reporting requirements. Prepare annual student practice report to the Appellate Division as per the Student Practice Order.
- Coordinate with grant administrators and Fordham University Office of Finance.

Communication

- Work with the Office of Communications and the Experiential Program leadership team on the internal and external communications for the Clinical Program, including content management systems ("CMS"), the Clinical Program's centralized application process, marketing strategies, promotional campaigns, clinical newsletter, and production of media: print, videos, testimonials, social media, etc.



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Technology

- Work with the IT Department to ensure necessary technologies and systems used in the experiential program are maintained and revised as needed, including case management, remote access, LSLS email, LAWNET, Smart Boards, Echo 360, email, and CMS.

Lincoln Square Legal Service, Inc.

- Serve as law firm administrator for LSLS:
- Work with the Executive Director to develop, write, implement, monitor, and enforce legal firm-wide policies.
- Prepare agreements for outside counsel, community partners, research assistants, and volunteer attorneys.
- Work with Executive Director on Clinic Student Handbook and Professional Responsibility Policy Guide for faculty and administrative staff.
- Work with Executive Director, Faculty and clinic staff on special legal administrative projects as needed, including record retention, practice management, client documents, digitizing legal documents, archiving, and CJA billing.
- Collaborate with the Treasurer-Secretary of the LSLS Board on LSLS finance functions, including banking issues and assisting with tax and other compliance-related documents.

QUALIFICATIONS:

- B.A. required; J.D. preferred.
- Minimum five (5) years of experience in a law office.
- Minimum three (3) years of management experience.
- Knowledge of information systems, law office hardware and software, and adobe creative cloud and CMS helpful.
- Strategic thinker, planner, and project manager with client-centered and problem-solving orientation.
- Strong interpersonal, organizational, and writing skills.
- Able to work independently, make appropriate decisions and exercise sound judgment.

SALARY:

Commensurate with experience

FLSA CATEGORY:

Exempt

START DATE:

Spring 2021

SEND COVER LETTER, RESUME, AND OPTIONAL DIVERSITY STATEMENT IN SINGLE PDF FILE TO:

managingdirectorresumes@fordham.edu

Subject Line: Last Name, First Name – Managing Director Search
To the attention of Michael W. Martin, Associate Dean for Experiential Learning

No calls or other email inquiries please.
Applications will be reviewed on a rolling basis; early applications are encouraged.

Fordham University is committed to excellence through diversity and welcomes candidates of all backgrounds.
Fordham is an Equal Opportunity Employer –Veterans/Disabled and other protected categories