<table>
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<th>POSITION OF POSITION/RANK:</th>
<th>Assistant Dean for International and Non-J.D. Programs</th>
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<td>DEPARTMENT:</td>
<td>Law School</td>
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<td>Lincoln Center</td>
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**POSITION SUMMARY:**

The Assistant Dean provides strategic and administrative leadership to the Office of International and Non-J.D. Programs to leverage the Law School’s expertise and strengths, bringing Fordham Law’s educational experience to a global student base while raising the Law School’s national and international profile. The Assistant Dean is responsible for the strategic development of the Office, overseeing the administration of existing programs (degree, short-term, certificate, and executive), identifying and designing new programs, developing institutional partnerships, and acting as a public face of the Office’s programs in an effort to attract students and program participants. The Assistant Dean supervises professional staff and reports to the Law School’s Dean and Associate Dean for Academic Affairs.

The successful candidate will be proactive, entrepreneurial, and collaborative, to enable her/him to develop new programs and successfully oversee the implementation of existing programs.

**RESPONSIBILITIES:**

- Oversees all aspects of existing degrees (LL.M., M.S.L., and S.J.D.) and non-degree programs run by the Office of International and Non-J.D. Programs (including the Legal English Institute, Pre-Law Institute, Summer Institute, Structural Issues in Law Firm Management, and the Leadership Academy for Women in Law).
- Markets the programs run by the Office in an effort to augment enrollment of outstanding candidates.
- Identify, develop, and implement degree, certificate, executive, and other programs for legal and non-legal professionals in both face-to-face and online formats.
- Develops and runs custom programs for groups seeking bespoke programming.
- Recruits students for degree programs and participants for non-degree programs run by the Office.
- Markets and administers existing international exchange programs for J.D. students, and strategically identify and negotiate with new study abroad partners.
- Works with degree program faculty directors and other faculty members, including relevant faculty committees.
- Establishes and maintains relationships with foreign law faculties and others who can help promote the work of the Office.
- Oversees the Office budget.
- Supervises the staff of the Office.

**QUALIFICATIONS:**

- A law degree (from the U.S. is strongly preferred). For exceptional candidates, substantial work experience in a U.S. law school may suffice.
- Substantial administrative experience, preferably in an academic setting.
- Experience working with non-US lawyers and law students.
- A robust network of domestic and foreign legal professionals.
- Proven record of strategic vision.
- Strong speaking, writing, and interpersonal skills.
- Strong customer service orientation, organizational skills, ability to interact well with a variety of people, offices, and departments.
- Detail-oriented.
- Excellent written and oral communication skills

**SALARY:** Commensurate with experience

**FLSA CATEGORY:** Exempt

**START DATE:** ASAP

**SEND LETTER AND RESUME TO:**

https://www.spelmanandjohnson.com/position/assistant-dean-for-international-and-non-jd-programs/

*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*