ADMINISTRATIVE POSITION ANNOUNCEMENT

TITLE OF POSITION/RANK: Associate Director

DEPARTMENT: The Louis Stein Center for Law and Ethics, Fordham University School of Law, Lincoln Center Law School

Founded in 1976, the Louis Stein Center examines the critical role of lawyers in building a more just society, and explores how ethical values inform and improve the legal profession. The Stein Center works in collaboration with law students, practitioners, judges and legal scholars to study and improve the legal profession by: supporting a wide range of conferences and publications; honoring exemplary lawyers; inculcating ethics into teaching law; training future lawyers “in the service of others” through management of the Stein Scholars Program, the Law School’s flagship program in public interest law and ethics; incorporating ethical and professional values into academic and mentoring programs; and encouraging scholarly inquiry and scholarship on the professional conduct and regulation of lawyers. Above all, the Stein Center fosters an understanding of “ethical legal practice” that goes beyond adherence to the rules set forth in professional codes of conduct.

RESPONSIBILITIES:

- Manages the day-to-day activities and overall administrative operations of the Center.
- Assists the Director and Co-Directors in administering and coordinating the Center’s programs and projects including organizing and overseeing Center conferences, CLE programs, awards receptions and colloquia.
- Acts as liaison with associations, law schools, student journals, practitioners and other scholarly entities to collaborate on developing academic events in the area of ethics and the legal profession.
- Develops and prepares written materials on the Center and maintain the Center’s website, annual report and other publications, including a quarterly newsletter.
- Works with the Director, Co-Directors and Law School Administration to oversee the budget for the Center.
- Mentors students and coordinates with the staff of the Public Interest Resource Center to help oversee the administration of the Stein Scholars Program.
- Liaises with the graduates of the Stein Scholars Program, including the members of the Stein Alumni Advisory Board, and builds connections between the students and graduates of the Program.
- Co-teach an Advanced Seminar in Public Interest Lawyering with the Director of the Center in the spring semester and may teach a summer externship section for Stein Scholars in the summer.

QUALIFICATIONS:

- J.D. degree required.
- Five plus years previous experience in law school administration preferred.
- Familiarity with public interest law practice and/or legal ethics preferred.
- Demonstrated writing ability and excellent organizational and communication skills are required.

SALARY: Commensurate with experience
START DATE: ASAP

Send letter and resume: Darin Neely
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Fordham University School of Law
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No phone calls, please

Fordham University is committed to excellence through diversity and welcomes candidates of all backgrounds. Fordham is an Equal Opportunity Employer.