



Director, Access to Law School Education Programs

Position Description

The University of Pennsylvania Carey Law School is one of the nation's oldest and most distinguished law schools. We offer a distinctive cross-disciplinary legal education, drawing on the depth and breadth of the University of Pennsylvania, and a supportive intellectual community for our scholars and students alike.

The Director of Access to Law School Education Programs is the primary coordinator of the Law School's determined outreach and training programs focused on preparing and inspiring students to pursue careers in law and related fields. The University of Pennsylvania Carey Law School is committed to providing experiences and education to high school, community college, and undergraduate students from groups underrepresented in the legal profession while developing pathways along the continuum of learning to increase the interest and pool of diverse and qualified professionals through community outreach and the creation of strategic partnerships.

Reporting to the Executive Director for JD Admissions, and collaborating closely with the Office of Equity and Inclusion and colleagues throughout the Law School, the Director of Access to Law School Education Programs will develop, support, and measure the impact of initiatives targeting students from groups historically underrepresented in the legal profession. This key position will collaborate throughout the Law School to ensure success in the following areas:

Identify and Create Innovative Pipeline Programs

Develop and create expertise across pipeline programs that target historically underrepresented students.

Identify and collaborate with departments (e.g., Legal Education Programs; Toll Public Interest Center; student groups) and colleagues (e.g., Director of Access Initiatives in Admissions; Penn campus colleagues) currently running programs.

Evaluate all programs to ensure effectiveness. Ensure a suite of innovative pipeline programs that expose students from historically underrepresented groups to law school and the legal profession. Develop, implement, and potentially teach in programs.

As the School's coordinator of these outreach efforts, lead analysis and data-driven reviews of and adjustments to all programs. Work collaboratively with the Office of Equity and Inclusion to integrate these initiatives with the broader efforts/initiatives at the Law School.

Support Admissions and Matriculation Programs

With a deep understanding of the national landscape in this arena, research, develop and maintain innovative partnerships with colleges and other institutions to enhance student knowledge, access, admission, and matriculation.

Oversee admissions efforts designed to provide access to legal education to students from backgrounds traditionally underrepresented in the profession with a focus on reducing financial, application, and information barriers to law school matriculation.

Working with colleagues from throughout the Law School (Equity & Inclusions; DAR; Student Affairs, for example), ensure development and production of a host of programs designed to highlight student and alumni experiences to potential and incoming students.

Measure, Analyze, Influence, and Communicate Impact of Programs

Understand existing and develop crisp and on-going evaluative systems for all Penn Carey Law programs in this realm. Use data to analyze and report on successes and opportunities to re-tool and do more. Maintain shared resources and data from programs throughout the Law School.

Provide data and analysis across the institution to ensure that it is utilized to inform on-going and future efforts. Support colleagues in tying various departmental efforts to the recruitment and matriculation of new applicants to Penn Carey Law and to other law schools and legal education programs.

Ensure communication and knowledge of all programs to internal and external audiences. Working with Communications and others, ensure wide distribution of information about Penn Carey Law activities and successes.

Representational

Represent the University of Pennsylvania Carey Law School to internal and external constituencies. Prepare and present reports to various groups as requested by the Dean and others.

Candidate Qualifications: The successful candidate will hold an advanced degree, J.D. preferred, and have a minimum of three to five years of progressively increasing responsibility in design and implementation of inclusion programs. The successful candidate will have a portfolio of innovative program creation and implementation. The candidate will have a history of working successfully with diverse constituencies, including prospective students, students, faculty, alumni, and colleagues. We seek candidates who have established track records as collaborators in the workplace. Commitment to the Penn Carey Law staff ideals is required.

Affirmative Action Statement

Penn adheres to a policy that prohibits discrimination on the basis of race, color, sex, sexual orientation, gender identity, religion, creed, national or ethnic origin, citizenship status, age, disability, veteran status, or any other legally protected class.

Special Requirements

Background check required after a conditional job offer is made. Consideration of the background check will be tailored to the requirements of the job.

To apply: https://wd1.myworkdaysite.com/recruiting/upenn/careers-at-penn/job/Law-School/Director--Access-to-Law-School-Education-Programs--Admissions-and-Financial-Aid_JR00025828