

Associate Dean for Student Services

Creighton University School of Law

Position Description

Creighton University School of Law is seeking an Associate Dean for Student Services. He or she will be the chief student services officer in the law school and will report directly to the Dean of the School of Law. The Associate Dean will work closely with the Associate Dean for Academic Affairs and the Associate Dean for Finance and Administration. He or she will directly supervise the Admissions and the Career Development offices, which are headed by Assistant Deans, and will work closely with the law school's admissions committee, as well.

The Associate Dean for Student Services will also:

Work with the admissions office to award and monitor financial aid and scholarships and will be the liaison to the University financial aid office;

Oversee all publications for students including admissions financial aid, and career development materials;

Be responsible for the timely and accurate collecting and reporting of student services information required by the ABA, NALP, U.S. News & World Report, and other organizations;

Be responsible for ADA requests and EEO issues;

Advise and counsel students in matters both academic and personal;

Oversee the administration of exams;

Update and maintain the student handbook (with the Associate Dean for Academic Affairs);

Be the liaison to student organizations;

Be responsible for the law school graduation (hooding) ceremony;

Perform other duties as assigned.

The Associate Dean should be particularly attentive to recruiting and retaining students of color and ensuring that the law school experience is supportive of diversity. He or she will also maintain open and cooperative working relationships with people in other academic and administrative departments within the University as well as with the law school's faculty, staff, and students.

A bachelor's degree and an advanced degree such as a J.D. are required. The ideal candidate will have excellent management, leadership, interpersonal, and communication skills. He or she will have a minimum of five years experience in student services such as student life, admissions, or career services, preferably in a law school or other professional school. Salary will be commensurate with experience.

Review of applications will begin immediately and the anticipated start date will be no later than the beginning of the Fall 2008 semester.

Dedicated to students and learning, Creighton University is located in Omaha, Nebraska and has been ranked the top comprehensive university in the Midwest for the past five years. The University has nearly 7,000 students in undergraduate and graduate programs and in professional schools of law, business, medicine, dentistry, nursing, and other health professions. Creighton University is one of 28 Jesuit colleges and universities in the United States.

The law school's distinguished faculty have strong records of teaching and research in a wide variety of fields. The school has 450 J.D. students, and offers several combined degree programs. In addition, 80 graduate students are enrolled in master's and certificate programs in the Werner Institute for Negotiation and Dispute Resolution, the nation's most richly endowed program of its type. Creighton University School of Law has enjoyed extraordinary stability in leadership, with only nine permanent deans in its 104-year history. More information about the law school can be found at <http://law.creighton.edu>.

Minorities and women are encouraged to apply. Creighton University is an equal opportunity employer. Applicants should apply online at <https://careers.creighton.edu>. Application review will begin July 1, 2008 and will continue until the position is filled. For more information about the position, please contact Craig W. Dallon, Associate Dean for Academic Affairs, at 402-280-3093 or dallon@creighton.edu.