**Law School Dean Job Description Template**

[Insert company name here] is an established and successful law firm specializing in [insert key areas of focus here]

We’re looking for a Law School Dean to integrate the university’s core values, mission, and vision into the administration, operation, and planning of the School of Law.

### Roles & Responsibilities

Responsibilities include, but are not limited to:

* Draft research reports and commentary on complex criminal justice issues
* Assist with developing and putting on programs and events related to substantive legal and policy issues
* Collaborate with faculty to develop and implement policy direction and strategies to advance goals
* Develop and drive content creation for website and newsletters
* Work with the Communications Manager to draft position statements for policy issues related to criminal justice reform
* Forge relationships with criminal justice reform organizations with the goal of developing joint projects and events
* Writing brief descriptions of academic research that makes it accessible and available to legislators, executive-branch policymakers, judges, and other government decision-makers charged with designing and implementing America’s criminal justice system
* Create and support a community of scholars who can serve as a vital resource for the media on issues of criminal justice reform
* Coordinate with faculty and affiliated scholars and others to solicit academic contributions for the university’s website
* Identify and pursue grant opportunities to further support work
* Other duties as assigned to assist and support the program and College of Law

### About you

* Outstanding legal academic credentials, including legal publications;
* Vision to advance the public service commitment of the School of Law
* A deep appreciation for the legal profession and for legal scholarship
* Administrative and intellectual leadership
* Track record of consensus building
* Strong communication and interpersonal skills
* Ability and commitment to integrate and advance the University’s core values, mission and vision into the operation and planning of the School of Law
* Demonstrated ability to innovate academic programs and organizations for increased effectiveness and responsiveness within a changing environment
* Experience with law school faculty administration, including tenure and non-tenured faculty
* Experience with law school fundraising
* Expertise in legal education, understanding of pedagogy, and commitment to experiential education
* Record of involvement with, and understanding of, national legal education organizations
* Commitment to diversity
* Strong business acumen and experience managing large budgets
* Record of strong leadership, including innovation, creativity, and a history of developing and maintaining consensus and cohesiveness within a law school
* Demonstrated concern for, and interest in, students
* Commitment to a culture of shared governance with the school's faculty, staff, and students.

### What you’ll get in return

The firm offers a generous benefits package along with compensation based on experience level and client orientation.

* Competitive compensation based on experience
* Medical insurance plan
* Dental insurance plan
* Vision insurance plan
* Contribution to life insurance plan
* 401k profit sharing
* Parking reimbursement
* Social, charity, and wellness events

To apply for the role or have a confidential discussion, contact us on [insert recruiter email address] or [insert recruiter phone number]