

Assistant Dean for Administration, Student Services,
Facilities and Technology Support
Southern Illinois University

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Job Title	Assistant Dean for Administration, Student Services, Facilities and Technology Support
Department	School of Law http://www.law.siu.edu
Institution	Southern Illinois University Carbondale, Illinois
Date Posted	Apr. 3, 2018
Application Deadline	Apr. 20, 2018
Position Start Date	Available immediately
Job Categories	Associate/Assistant Dean
Academic Field(s)	Law - General
Apply By Email	plynn@siu.edu

Job Description

Assistant Dean for Administration, Student Services, Facilities and Technology Support
Administrative/Professional Position
Southern Illinois University School of Law

Southern Illinois University School of Law is an outstanding, small public law school that provides its students with an optimal mix of theoretical and experiential educational opportunities in a student-centered environment in order to prepare them for a changing legal profession in a global environment. The SIU School of Law is seeking an exceptional individual to serve as Assistant Dean for Administration, Student Services, Facilities and Technology Support.

Minimum Qualifications: A Juris Doctor degree is required. Must be admitted to practice law in Illinois. Three years of Administrative experience in a university setting. Experience working with law students and knowledge of law school operations.

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Preferred Requirements: Experience with SIUC campus administrative and civil service personnel policies and procedures. Demonstrated ability to work with a variety of constituency groups. Familiarity with University software programs, Continuing Legal Education requirements and Student Financial Aid program.

Description: This position will be responsible for Management of the School of Law's fiscal resources, management of administrative support services including hiring, placement, and promotion of civil service and AP staff; ensuring compliance with University policies and procedures. This position will supervise the Office of Student Affairs and administer student services programming; coordinate services and events for current students; and serve as a resource for law students experiencing stress at school or in their personal life. This position will also be responsible for supervising and managing the law school's technology needs in conjunction with the Information Technology Department. Work with the Dean to complete reports and requests from Central Administration and outside accrediting agencies. Responsible for the management of the law school facilities.

To Apply: Applications may be submitted electronically via email to plynn@siu.edu or mailed. A complete application will require a letter of application, résumé, and the names of three references and their contact information. The letter of application should be addressed to:

Patricia Lynn
Dean's Assistant
SIU School of Law
SIU Carbondale
Mailcode 6804
1150 Douglas Drive
Carbondale, IL 62901

Applications must be received in the SIU School of Law Dean's office by close of business (4:30 p.m.), April 20, 2018. The beginning date for the position is as soon as possible following completion of the search.

EEO/AA Policy

SIU Carbondale is an Affirmative Action/Equal Opportunity Employer of individuals with disabilities and protected veterans that strives to enhance its ability to develop a diverse faculty and staff and to increase its potential to serve a diverse student population. All applications are welcomed and



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encouraged and will receive consideration.

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact Patricia Lynn
School of Law
Southern Illinois University
1150 Douglas Drive
Carbondale, IL 62901-6804

Phone Number 618-453-8761
Fax Number 618-453-8769
Contact E-mail plynn@siu.edu