

Assistant Managing Director for Clinical Legal Education
University at Buffalo, The State University of New York

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Posted May 13, 2024, set to expire Sep. 12, 2024

Job Title	Assistant Managing Director for Clinical Legal Education
Department	Law School
Institution	University at Buffalo, The State University of New York Buffalo, New York
Date Posted	May 13, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Associate/Assistant Director
Academic Field(s)	Law - General
Job Website	https://www.ubjobs.buffalo.edu/postings/50084
Apply By Email	
Job Description	

Position Summary

The Assistant Managing Director for Clinical Legal Education will work in the Clinical Legal Program at the Law School, helping to support its mission to educate law students and provide access to justice in the broader community. This position reports to the Vice Dean and Director of Experiential and Clinical Legal Education at the law school. The position's duties include, but are not limited to, the following: responsibility for all administrative matters for the department head in her absence or as delegated; collaboration with senior leadership to prioritize program work and analyze practices for continuous improvement; and management of multiple projects with various stakeholders. Other duties include:

- Develop and maintain departmental and program budgets, purchases, and reporting while

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- complying with current rules and regulations of the University and the State.
- Manage relationships with third-party vendors, consultants, and freelancers, including the gathering of quotes and maintenance of vendor contracts.
- Develop, implement, and supervise communication strategies and social media output.
- Supervise all administrative staff members.
- Manage, oversee, and ensure success of programming for events such as conferences, CLE events, student celebrations, and special occasions hosted by the Clinical Legal Department.
- Assist with special projects and other relevant duties as assigned.

The mission of the Clinical Legal Education Program is: “Delivering access to justice while teaching UB law students to be excellent, ethical, and engaged lawyers.”

Our Clinical Legal Education program offers diverse and sophisticated practice opportunities to second-year, third-year, and LL.M. students working closely with skilled faculty clinicians. Our clinical offerings involve cutting-edge issues and complex matters in which creativity and innovation play key roles in serving clients effectively.

Outstanding Benefits Package

Working at UB comes with benefits that exceed salary alone. There are personal rewards including comprehensive health and retirement plan options. We also focus on creating and sustaining a healthy mix of work, personal and academic pursuit – all in an effort to support your work-life effectiveness. We support your growth and development through our career coaching and training department and we qualify as a public service loan forgiveness organization. Learn more about the great [benefits](#) the University at Buffalo has to offer.

About The University at Buffalo

The University at Buffalo (UB) #ubuffalo is one of America’s leading public research universities and a flagship of the State University of New York system, recognized for our excellence and our impact. UB is a premier, research-intensive public university dedicated to academic excellence. Our research, creative activity and people positively impact the world. Like the city we call home, UB is distinguished by a culture of resilient optimism, resourceful thinking and pragmatic dreaming that enables us to reach others every day. Visit our website to learn more about the [University at Buffalo](#).

University at Buffalo is an affirmative action/equal opportunity employer and, in keeping with our commitment, welcomes all to apply including veterans and individuals with disabilities.

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Minimum Qualifications

- Bachelor's degree required.
- Experience with administrative support in a professional setting.
- 2 years of experience in an office management setting.
- Proficiency in Microsoft Office Suite.
- A valid U.S. Driver's License or the ability to demonstrate the capacity to meet the transportation needs for this position.
- Authorized to work in the United States on a full-time basis.
- Must be able to work some nights and weekends.
- Must be able to engage in limited travel.

Preferred Qualifications

- JD or master's degree preferred with two years of related experience.
- Demonstrated ability to work with individuals and groups from diverse backgrounds, cultures, and locations.
- Experience with UB travel, reimbursement and procurement processes and systems such as ShopBlue, Concur, and eReq.
- Experience in project management, accounting, or related areas.
- Ability to plan and manage multiple, concurrent projects and ability to meet deadlines in a fast-paced environment and work in cross-functional teams.
- Knowledge of Adobe Creative Cloud or similar platforms.
- Notary or ability to become a notary.

Contact Information

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

Contact