

**WE ARE NEW YORK'S LAW SCHOOL****Director of the James Tricarico Jr. Institute for the Business of Law and In-House Counsel**

The James Tricarico Jr. Institute for the Business of Law and In-House Counsel at New York Law School (NYLS), launched in February 2021, seeks an inaugural Director to lead programs that will serve both aspiring and practicing in-house counsel in the 21st-century global marketplace.

The Institute focuses on the development of substantive knowledge, as well as a broad array of practical skills to help in-house counsel serve as strategic advisors and innovation leaders. The Institute's inaugural Director will help NYLS develop a pipeline of students who are well-trained for the technology-driven jobs of the future in this sector, while supporting experienced in-house and private practice lawyers as they navigate their evolving roles within their organizations. The Institute has a special emphasis on advancing diversity, equity, and inclusion among in-house counsel roles.

The ideal Director is an experienced and well-connected lawyer with in-house business and/or financial services law expertise. The Director will be responsible for implementing and managing all aspects and functions of the Tricarico Institute, working with students, faculty, administrators and support staff, alumni, press, and the legal and technology communities.

**Responsibilities**

- Build and maintain strategic corporate and individual relationships to advance the mission and goals of the Tricarico Institute and to attract prospective students, recruit guest lecturers, and engage employers (for job placements, externships, internships, etc.).
- Work cross-functionally within NYLS to raise the Tricarico Institute's profile, in partnership with the Center for Business and Financial Services; the Innovation Center for Law and Technology; the Office of Institutional Advancement; other academic centers, institutes, and programs; the Office of Academic Planning and Career Development; the Office of Diversity, Equity, and Inclusion; and others.
- Engage regularly with the Tricarico Institute Board of Advisors—a group of external industry leaders—to solicit ideas and best practices, share developments, and collaborate on Tricarico Institute planning and programming.
- In collaboration with faculty and the Advisory Board, serve as the leader for development and management of courses, continuing legal education programs, and networking offerings presented by the Tricarico Institute. Developing legal-tech software in cooperation with the Innovation Center's new Legal Tech Lab is a primary focus area. (Knowledge of how to write software code is not required.)
- Provide individual academic and professional development advising as a supplement to the Office of Academic Advising and Career Planning to current students and alumni interested in business of law and in-house counsel careers.
- With the Office of Institutional Advancement and key senior administrators, further develop the presence and prestige of, as well as financial support for, the Tricarico Institute among current and prospective students, the broader campus community, and the New York and national legal and technology community.

- Working with the Office of Marketing and Communications, manage all marketing efforts for the Institute including developing substantive content to promote the Tricarico Institute and related programs to the NYLS community and the public.
- Draft and manage all annual and interim budgets and reporting on the Tricarico Institute's progress, strategic planning, and development. Maintain effective and timely interaction with the Tricarico Institute's Advisory Board and the Offices of the Dean, Chief Financial Officer, Institutional Advancement, and Accounting.

### **Requirements**

- J.D. degree
- 10-plus years of experience in an in-house-counsel role integrating legal and management responsibilities
- Demonstrated commitment to and success in expanding access to the profession for members of underrepresented groups
- Understanding of the evolving role of legal technology in law department operations, including governance, risk, and compliance
- Knowledge of legal technology (e.g., contract automation, legal project management, artificial intelligence, and law practice management), including the ability to use and build legal technology with visual, "no code" tools such as the Microsoft Power Platform
- Excellent writing, interpersonal, organization, planning, and project management skills
- A professional network in the metropolitan New York legal and business community
- Teaching experience in relevant subject matter preferred

NYLS alumni are encouraged to apply.

### **Compensation and Benefits**

This position offers a highly competitive salary and benefits package.

### **How to Apply**

Please send your cover letter with your salary requirements and resume to [jobs@nyls.edu](mailto:jobs@nyls.edu).

#### **About New York Law School**

Founded in 1891, New York Law School (NYLS) is an independent law school located in Tribeca, the heart of New York City's legal, government, financial, and emerging tech centers. Known as "New York's law school," NYLS embraces the city as its classroom by complementing a rigorous legal education with an innovative and diverse set of "uniquely New York" experiential learning opportunities. Since opening its doors, NYLS has produced graduates who have gone on to hold high elected and appointed office in the city, lead large and small firms, and gain broad recognition as captains of business and industry. Its renowned faculty of prolific scholars has built the School's strength in key areas of the law, including business and financial services, intellectual property and privacy, and government and public interest law. NYLS has more than 18,000 graduates and currently enrolls around 1,100 students in its full-time and part-time J.D. programs. The School also offers an advanced-degree program in Tax Law.

**New York Law School is an Equal Opportunity Employer**