Coordinator of Simulations and Program Awareness

New York Law School (NYLS) seeks an exceptional Coordinator of Simulations and Program Awareness (Coordinator) who will provide a high-level of administrative support to the faculty members who teach in our Office of Clinical and Experiential Learning and to the Associate Director of the Office of Clinical and Experiential Learning (Associate Director). The Coordinator serves as the primary frontrunner of several simulation courses and assists with all simulation courses and clinics. This position reports to the Associate Director and the faculty members whom this position supports. This position is highly visible and deals with a diverse community which includes students, faculty, staff, and extremal stakeholders.

Responsibilities

• Work closely with adjunct faculty as a liaison (adjunct faculty members may include federal and state judges and prosecutors, and practitioners); interface with students and answer questions; manage course enrollment in conjunction with the Registrar; troubleshoot student scheduling conflicts; accept and return student assignments and exams, and address other academic issues.

• Assist faculty with editing syllabus, calendar, and course materials; prepare student rosters; procure textbooks and copyright permissions; set up and maintain Blackboard web course; send emails and prepare distribution lists.

• Arrange and administer frequent simulations and critique sessions, which includes creating complex schedules involving students, faculty/adjuncts, and actors for simultaneous simulations; file and distribute links; hire and send correspondence to actors and students; arrange the scheduling of rooms; prepare catering orders for events when needed; create tickets for all recorded simulations; meet with audiovisual (AV) staff weekly to review recording requests and troubleshoot technical errors with AV and Office of Informational Technology (IT) staff; notify security of guests; greet actors and assist students the day of the simulation.

• Arrange and administer mock trials, which includes the scheduling of trial teams; contact and organize participating high schools and colleges; submit catering service, maintenance, and AV requests; greet guest judges and visitors.

• Coordinate three to four intensive courses that take place over three to four days (some weekend days), including the scheduling of faculty, students, and actors; arrange course materials and catering and maintenance requests.

• Represent the Office of Clinical and Experiential Learning at the annual Open House for students and other external functions where assigned.

• Maintain and organize files. Respond to student’s inquiries by phone and/or email.

• Provide evening support when evening classes are in session.

• Monitor the department website and portal, and request updates as needed.

• Cross-train in all areas to provide backup for other staff members and programs.

• Provide support as an administrator within the department to other programs as needed.

• Assist with the Office of Clinical and Experiential Learning marketing projects. Responsibilities will include but are not limited to working with the Office of Marketing and Communications to:
  – Promote the department’s accomplishments and mission to our internal and external audiences.
– Find ways to highlight the department in order to attract prospective students. Collaborate with other NYLS departments to promote the department’s mission. Work on maintaining department’s current brand.

– Serve as the Coordinator between the Office of Clinical and Experiential Learning and the Office of Marketing and Communications to assist in the creation of materials for the department’s Open House, and NYLS Legal Services (logos, content, copy, etc.).

– Manage the department’s presence and mission on the NYLS website; plan meetings with other departments to communicate the department’s work and mission.

– Plan and publicize events that emphasize and communicate the department’s work and mission (such as adjunct faculty events, student events (outside Open House)).

– Write and assist in promoting the department’s news and achievements on the School’s news site and social media platforms.

– Assist in the creation of any video materials for the department.

• Assist faculty for simulation courses with activities related to their professional and teaching responsibilities at the School.

• Provide administrative support, including but is not limited to editing correspondence, articles, manuscripts, course materials, mail merge; organizing and maintaining files; performing copy jobs; processing faculty supply requests; assisting in preparation of class materials (i.e. rosters, grading of papers, etc.)

• Work on special projects as assigned, such as assisting with Trial Competition Team and the Advocacy Certificate Program; provide general support to faculty members, to programs within the department, and to Legal Practice during simulations when needed.

Other

• This role may offer the opportunity to contribute to broader institutional initiatives and assume other responsibilities for the Office of Clinical Programs and Experiential Learning as directed by the Associate Director, esteemed faculty, and members of the department’s leadership.

Requirements

• Bachelor’s degree

• Three years of administrative experience in a legal environment is strongly preferred.

• Familiarity with academic environment is preferred.

• Superior computer skills with the ability to become proficient with new software.

• Proficiency with MS Word, Excel, QuattroPro and heavily formatted documents, spreadsheets, tables, and mail-merge.

• Strong interpersonal, communication, and organizational skills, with strong attention to detail.

• The ability to multi-task and meet deadlines.

• An openness to feedback with a willingness to learn, grow, and contribute.

• Demonstrable ability to work independently and collaboratively, to solve problems, to exercise good judgement and discretion.
• Proven commitment to the principles of customer service/student satisfaction with the ability to work with diverse groups and constituents.

• A commitment to quality, innovation, and process improvement with an emphasis on collaborative teamwork and high customer service standards.

• Availability for a varied work schedule, which includes some evenings and one weekend per semester.

**Compensation and Benefits**

This position offers an annual salary range of $58,000 to $62,000. We offer a highly competitive compensation and benefits package.

**How to Apply**

Please submit a cover letter highlighting your qualifications and your interest in joining New York Law School, along with your résumé, to Kitty Montanez, Associate Director of Human Resources, at jobs@nyls.edu.

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**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**

All qualified candidates will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, gender expression, national or ethnic origin, age, disability, or veteran status, or any other characteristic protected by law.