



WE ARE NEW YORK'S LAW SCHOOL

Associate Director, Wilf Impact Center for Public Interest Law

New York Law School (NYLS), located in the heart of Tribeca, seeks a strategic and innovative Associate Director to join the dynamic team of dedicated professionals in the Office of Academic Planning and Career Development and the Wilf Impact Center for Public Interest Law. The Associate Director will nurture the vibrant public interest community within the institution. This role involves running the Wilf Scholars Program, a full tuition scholarship program for public interest law students. The Associate Director will ensure a rigorous and fair Scholar selection process, as well as advise and develop programming that engages and supports the Scholars.

The Associate Director will work with affiliated faculty to manage the hiring committee for both the Racial Justice Fellowship and the Wilf Post Graduate Public Interest Fellowships and the coordination with host organizations.

The Associate Director will work with Wilf Impact Center students and faculty to develop timely programming on public interest topics to enrich student engagement and education.

The ideal candidate will possess a strong commitment to social justice, exemplary organizational skills, and a passion for fostering a supportive and inclusive environment for future public interest and public sector lawyers.

This position reports to the Associate Dean for Academic Planning and Career Development and works in coordination with the Faculty Director of the Wilf Impact Center to further the common goals of the Center and the School.

At New York Law School, all team members within the Office of Academic Planning and Career Development are expected to collaborate with each other and with students to help them achieve their academic goals, personal aspirations, and professional success. Our dual-focused advising endeavors are designed to be student-centered, culturally aware, holistic, inclusive, and strategic.

Responsibilities

Wilf Impact Center

Work with the Faculty Director to set the annual agenda, calendar, and goals for the Center. Facilitate student affiliation with the Center; counsel them on completion of Center requirements and involvement in Center programs. Supervise the student fellows and collaborate with the Center's administrative assistant to plan events, maintain student roster, and track student participation. Work with the Office of Institutional Advancement and the Faculty Director to create an annual report for the Wilf family, highlighting the work accomplished by the Center each year. Work with faculty to select and supervise the Racial Justice Fellow and provide institutional support to the fellowship.

Wilf Scholars and Fellowship Programs

Lead the Wilf Scholars and Fellowship Programs, including the collection and review of application materials, vetting and selection of candidates, and integration of candidates into the Wilf Impact Center and the Public Service community at NYLS and beyond. Plan relevant programming for the Scholars to build community and guide them in their careers. Develop and maintain relationships with potential host organizations for Wilf Fellows. Advise students on the application process, facilitate the operation of the selection committee, and serve as the point of contact for Wilf Fellows during their one-year post-graduate placement.

Admissions

Work with the Admissions team to review and select prospective candidates for the Wilf Scholars Program. During a year-long recruitment cycle: host at least three information sessions (combining in-person and virtual formats) for prospective and admitted students focused on public interest opportunities at the Law School and conduct one-on-one and group meetings with admitted students interested in public service. Provide cohorts with information on upcoming events and opportunities in public service to introduce them to the Law School. Attendance at on-campus prospective and admitted student events (usually five to six) is expected.

Career and Academic Counseling

As a supplement to the Director of Public Service and Pro Bono Initiatives, counsel students affiliated with the Wilf Center on public sector/government employment including externships; internships; and post-graduate positions, such as government honors programs and fellowships, job search strategies and resources, interviewing, and hiring and salary negotiations to assist them with the job search process. Provide advice on course and clinic selection, curriculum requirements, and Center affiliation requirements.

Representation of NYLS and Networking

Represent NYLS at Admissions and Alumni events as well as conferences, meetings, and other relevant internal and external programming.

Other

This position may offer the opportunity to contribute to broader institutional initiatives and assume other responsibilities as directed by the Associate Dean for Academic Planning and Career Development and the Faculty Director of the Wilf Impact Center.

Requirements

- J.D. with 2+ years of experience in the practice of law, preferably in the public interest or government sector.
- Experience with public interest and government career-related issues relevant to law students.
- Established contacts and/or willingness to establish contacts in the public sector and government preferred.
- Experience managing events, workshops, and other projects.
- Excellent leadership skills, with the ability to manage and mentor student fellows and Center coordinator.
- Ability to delegate tasks effectively and ensure successful completion of projects.
- Empathetic and strategic student advising skills.
- Effective interpersonal skills in working with students, faculty, alumni, and professional colleagues.
- Sensitivity to the needs of diverse and multicultural constituencies and an interest and aptitude in working within a diverse community.
- Excellent grammar, writing, and editing skills sufficient to proof application materials effectively and draft correspondence and resource materials.
- Excellent presentation and verbal skills sufficient to articulate concepts in counseling sessions and presentations effectively.
- Organizational skills to handle multiple projects and the ability to juggle priorities in a fast-paced office.
- Extensive PC skills required, including experience with the Microsoft Office suite of programs such as Word, Excel, and PowerPoint.

Compensation and Benefits

The position offers an annual salary range of \$90,000 to \$95,000. We offer a highly competitive compensation and benefits package.

How to Apply

Please submit a cover letter, including salary requirements, and *curriculum vitae* to Kitty Montanez, Associate Director of Human Resources, at 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

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.