

**WE ARE NEW YORK'S LAW SCHOOL**

Coordinator for Academic Affairs Program

New York Law School (NYLS), located in the heart of Tribeca, seeks an extremely motivated Coordinator for Academic Affairs Programs to support the work of the Academic Affairs department across core academic operations, faculty processes, and institutional reporting, while also managing the day-to-day administration of the Graduate Tax LL.M. program.

The role includes maintaining academic program and curriculum information, supporting accreditation and assessment activities, and coordinating faculty-related processes. The Coordinator also administers graduate tax program operations such as student tracking, admissions and recruitment support, course coordination, and program communications. The Coordinator manages all work with a high degree of accuracy and serves as a key point of coordination across Academic Affairs, program leadership, and administrative offices in a fast-paced academic environment.

Responsibilities

Academic Program Information and Curriculum Management

- Assist in the stewardship of academic program information, ensuring accuracy and currency across all platforms, including the academic catalog, faculty handbook, and the course catalog.
- Maintain and update academic program web content and faculty portal pages, including collecting edits, managing versions, and working with the Senior Associate Dean and other department leaders on approvals.
- Manage new course proposals through the faculty and administration approval process, including tracking submissions, coordinating with the Curriculum Committee, and working with the Registrar and Marketing teams to update catalog entries to reflect approved courses and descriptions.
- Track and maintain records of experiential learning course designations and other curricular compliance requirements.
- Collect, organize, and maintain course syllabi and learning outcomes across all programs on an ongoing basis.
- Track changes in faculty rules adopted at faculty meetings and assist in drafting related updates to the faculty handbook.
- Own and maintain the academic operations calendar, which documents academic cycle of key activities and communications for each department; coordinate across offices on recurring processes and flag gaps as needed.

Faculty Data and Record Management

- Prepare and maintain new-hire information, including orientation for full-time and adjunct faculty, in coordination with relevant office.
- Manage faculty approval process for work-study students, including obtaining approval of Senior Associate Dean, tracking records in shared worksheet, maintaining approval files, communicating with faculty about approvals and additional requests, and other duties related to managing the work-study program for Academic Affairs.
- Support Academic Affairs Special Assistant, Human Resources, and Registrar in maintaining comprehensive and accurate records on full-time and adjunct faculty.

Accreditation, Reporting, and Assessment

- Support the Office of Institutional Research, the Vice President for Strategic Operations, and the Senior Associate Dean in gathering and preparing data and reports related to faculty and academic programs for the Association of American Law Schools (AALS), American Bar Association (ABA), Middle States Council on Higher Education, and other bodies.

- Collect and maintain assessment-related materials including course syllabi, learning goals, and assessment reports.
- Collect and maintain annual reports from faculty, faculty committees, and centers and programs
- Maintain tracker of accreditation standards as they are proposed and adopted by the accreditation bodies.
- Maintain the Academic Affairs document repository, ensuring accreditation-related materials, policy documents, and program records are organized, current, and accessible to relevant staff.
- Support other accreditation and compliance work as assigned by the Senior Associate Dean.

Faculty Governance and Committee Support

- Coordinate the faculty teaching awards process, including maintaining the nomination form, collecting and collating nominations, managing the review timeline, and supporting the Coordinating Committee and Associate Dean through selection and announcement.
- Support the annual process for assigning faculty to the standing and ad hoc faculty committees.
- Support the work of the Curriculum Committee and other faculty committees as needed through records management and other related duties.

Graduate Tax Program Administration (~15-20% of role)

- Manage the day-to-day administration of the Graduate Tax LL.M. Program, working closely with the Program Director.
- Track course enrollment and assistance with course scheduling and student registration, including supporting scholarship disbursement and tuition payment in conjunction with the Office of Student Financial Services.
- Support students at all phases of their graduate studies, specifically by tracking waivers of required courses, advanced standing, degree completion and graduation eligibility.
- Coordinate program expenditure billing records for budget tracking.
- Support admissions and recruitment process for three admissions cycles (Fall, Spring, Summer), including coordination of monthly information sessions and managing the Graduate Admissions email.
- Support editing process of marketing materials, including the review and update of webpage, ads, and other promotional materials (informational pamphlets, flyers, etc.).
- Coordinate event planning logistics for Graduate Tax Program events, including marketing, catering, and event staffing.

Other Duties

- Complete special projects relating to changes in academic policy, procedure, or program development as assigned.
- Serve as a resource to Dean's office and Academic Affairs team on matters related to academic programs and information.
- Other duties as requested by the Senior Associate Dean for Academic Affairs.

Requirements

- Bachelor's degree required; J.D. preferred. Advanced degree or other coursework in education or a related field a plus.
- Minimum of three years of experience in an academic, higher education, or professional environment. Law school experience is strongly preferred.
- Demonstrated ability to manage complex information and data with precision and consistency; proficiency in Excel; comfort working across multiple platforms and database systems, including document management tools.
- Proven experience managing programs, events, or processes with multiple moving parts and stakeholders; ability to manage timelines and follow through independently.

- Proficiency in or eagerness to learn academic and administrative systems (e.g., Banner, Argos, or similar); ability to adapt quickly to new platforms and software.
- Experience with continuing legal education (CLE) administration, or familiarity with CLE compliance requirements, preferred.
- Strong written and verbal communication skills; ability to interact professionally with faculty, administrators, and staff at all levels, as well as students. Exhibits a strong client service mindset.
- Excellent organizational and time management skills with the ability to manage multiple projects and deadlines independently.
- Sound judgment, discretion, and professionalism in handling sensitive or confidential information.
- Appreciation for the culture and rhythms of an academic environment, including the ability to work effectively with faculty.

Compensation and Benefits

This position offers an annual salary range of \$75,000 to \$90,000. Compensation includes a competitive benefits package.

How to Apply

Please send a résumé and cover letter, including salary requirements, 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 20,000 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.