

## **Program Director, Clinical Law Center Notre Dame Law School**

Notre Dame Law School welcomes applicants for the position of Program Director of the Notre Dame Clinical Law Center. The Program Director will run administrative functions of the Clinical Law Center's teaching law offices at 725 Howard Street, provide strategic leadership in clinical programs, and engage in clinical law teaching. The Program Director will also manage other portions of the Law School's experiential learning programs as needed. The Clinical Law Center houses four separate clinics, each of which is directed by a full time faculty member. Up to 40 students per semester engage in practice at the Clinical Law Center.

Responsibilities of the Program Director will include:

1. Run administrative functions of the Clinical Law Center, including: (1) Develop law office operational policies and procedures; (2) Manage operating budget and finances, including a client trust account; (3) Supervise support staff; (4) Coordinate with other university units such as Maintenance, Landscaping, Office of Information Technology, and Risk Management, as well as outside vendors, to operate the Clinical Law Center facility at 725 Howard Street.
2. Provide strategic leadership in clinical programs, including: (1) Assist the clinical faculty and Associate Dean for Experiential Programs in developing new opportunities for clinical engagement in the community, (2) Manage Clinical Law Center communications, including web pages, community relations, and enrollment information for students; and (3) Serve as a liaison to the Law School, University administration, and the broader community.
3. Manage other portions of Law School experiential programs (clinical, externship, or pro bono) as needed. For example, the Program Director might direct the semester-away Notre Dame Law in D.C. program, might develop and oversee a student pro bono program, or might direct another experiential learning program.
4. Engage in clinical law teaching through supervision of students in direct representation of clients, including providing occasional backup case coverage for clinical faculty, or teaching in a legal externship offering. Such teaching may be in conjunction with an existing clinic or externship course or may involve a new undertaking subject to faculty approval.

The ideal candidate will have the following qualifications:

- J.D. required.
- Minimum seven years of law practice experience.
- Familiarity with law office management or other management experience.
- Excellent interpersonal skills.
- Law teaching experience desirable.
- Admitted to the Indiana Bar, or willing and eligible promptly to seek admission.

**Compensation:** The position is full-time with a salary commensurate with experience, anticipated to be in the range of \$83,000 to \$130,000, plus benefits, which include medical, dental, retirement, and educational benefits for children.

**Application Process and Deadline:** Applicants should submit a cover letter and a Curriculum Vitae through <http://jobs.nd.edu/postings/7519> The application deadline is **midnight on Sunday, February 5th.**

We welcome applications from women, members of minority groups, and others who will enrich and diversify our law school community. The University of Notre Dame is an equal opportunity educational institution and an equal opportunity/affirmative action employer. This appointment is contingent upon the successful completion of a background check.

For more information contact Bob Jones, Associate Dean for Experiential Programs, at 574-631-4863 or [rjones1@nd.edu](mailto:rjones1@nd.edu).