



FORDHAM UNIVERSITY

THE JESUIT UNIVERSITY OF NEW YORK

Position: A00695

Date: 12.4.17

ADMINISTRATIVE POSITION ANNOUNCEMENT

TITLE OF POSITION: Director of Public Interest Scholars and Counseling
Public Interest Resource Center

DEPARTMENT: Law School, Public Interest Resource Center

The Public Interest Resource Center (PIRC) – recognized in 2008 with the ABA Pro Bono Publico Award – is the Law School’s home for the Stein Scholars Program in Public Interest Law & Ethics as well as the clearinghouse for 26 student-initiated pro bono and community service projects through which over 400 Fordham Law students volunteer annually. During any given academic year, there are 65-70 students in the Stein Scholars Program, and there are currently over 450 alumni of the program. Working with PIRC’s Assistant Dean, Director of Student Organizations and Counseling, and Office Manager, the Director of Public Interest Scholars and Counseling is responsible for the following:

RESPONSIBILITIES:

- Counsel law students and alumni interested in public interest and government careers including strategy, advice and guidance.
- Create, plan and manage functions related to the Stein Scholars Program in Public Interest Law and Ethics (the program) under the supervision of the Assistant Dean and in conjunction with student leaders from the program and the program’s faculty directors.
- Oversee publicity and messaging about the program to all current and prospective students.
- Create and manage communication to all alumni of the program, members of the Fordham community and the public.
- Manage the selection process for applicants to the program.
- Oversee the creation and maintenance of Stein Scholar alumni and student databases and archival files.
- Assist in devising fund-raising strategies for the program.
- Counsel and assist students in the program with registration for their required program courses.
- Plan, disseminate and advise on the schedule of events for the program in coordination with the student leaders and faculty directors of the program.
- Produce and update an organizational manual of operations for the program, and advise and train current student leaders of the program.
- Disseminate to and advise students and alumni on public interest pro bono opportunities and public interest employment and fellowship opportunities.
- Advise and assist program students on supplemental/alternative funding sources and ensure payment of guaranteed summer stipends to all program students.
- Plan and organize career-related panels and programs for all students in the program.
- Assist in planning and managing annual events including the Annual Awards Dinner for the Public Interest Resource Center, the New York Metro Public Interest Career Reception, and Fordham’s participation in: the EJW Conference and Career Fair, the NYC Public Interest Legal Career Fair, and other public interest conferences and symposia.
- Represent the PIRC at various local, state, and national public interest conferences and functions in the law school, not-for-profit, and government communities.
- Other duties and responsibilities as assigned.

QUALIFICATIONS:

- B.A. degree required. Graduate degree law and/or counseling or related field strongly preferred.
- Two years experience working in a public service/government legal setting or law school required. Administrative experience a plus.
- Demonstrated ability to organize, lead and strategically plan with diverse groups.
- Experience working with a team to bring plans to fruition.
- Excellent interpersonal and counseling skills. Excellent ability to write copy for advertising and in-house publications.

SALARY: Commensurate with experience.

STARTING DATE: As soon as possible

SEND RESUME & COVER LETTER TO:

Director Leah Horowitz
Fordham University School of Law
150 West 62nd Street
Room LL100E
New York, New York 10023
lhowitz2@law.fordham.edu

*Fordham University is committed to excellence through diversity and welcomes candidates of all backgrounds.
Fordham is an Equal Opportunity Employer.*