

York University

Job Posting — Confidential, Professional & Managerial Employees (CPM)

Job Title: Assistant Director, JD/MBA Program
Reports To: Dean, Osgoode Hall Law School
Faculty / Dept.: Office of the Dean, Osgoode Hall Law School

Salary Grade: F
Job Code: 956418

Job Overview

The Juris Doctor/Master of Business Administration (JD/MBA) Program is a world-leading program offered by Osgoode Hall Law School and the Schulich School of Business. The program offers a unique combination of courses that prepare students for the demands of highly successful careers in business, law, and a variety of fields in which the two disciplines intersect.

The Assistant Director role oversees both strategic planning and supports the day-to-day operations of the program with a focus on fostering and sustaining the wider JD/MBA community, which includes students, alumni, industry partners, and internal stakeholders. The role develops and implements recruitment strategies and provides specialized academic and career advice. The role fosters long-term relationships with graduates of the Program and manages a comprehensive alumni engagement program that will include events, mentorship, and other activities. Through marketing and with partnerships in the legal and business sectors, the role promotes the JD/MBA as a world leading program.

Additionally, the role supports the Osgoode Career Development Office by providing career counseling to Osgoode students with a specific focus on Business Law and guide students through the New York State recruitment, and other related licensing and bar admissions process.

Key Responsibilities

PROGRAM AND CO-CURRICULAR SUPPORT AND DEVELOPMENT

- Oversees the operations of the JD/MBA program and is the first point of contact for students, staff, faculty, alumni, and external partners.
- Supports the University, Osgoode and Schulich's academic mission through the recruitment and admission of students into the JD/MBA program.
- Develops and manages the implementation of programs and communication material to recruit JD/MBA students. Coordinates admission to the program between the two schools. Ensures students' experiences are superior and ahead of the curve in comparison to benchmark programs.
- Develops and implements effective communications and marketing materials, retention activities, program development and related student activities for the recruitment and retention of students to the JD/MBA program.
- Works to harmonize Osgoode and Schulich communications and services for students to create student success and foster community.

- Manages and facilitates the orientation program and academic advising for JD/MBA students.
- Provides support for student led activities such as the annual JD/MBA student conference.
- Identifies entrance scholarship and summer internship recipients making recommendations to Osgoode or Schulich departments, as applicable.
- Develops opportunities for international engagement.
- Maintains awareness of evolving professional requirements through licensing bodies or industry partners.
- Works with the Academic Director to prepare students academically for licensing with the Law Society of Ontario or other applicable licensing bodies.
- Manages and resolves administrative conflicts for JD/MBA program students.

ALUMNI ENGAGEMENT

- Develops and manages a distinct JD/MBA alumni community.
- Responsible for the creation, management, and delivery of a regular JD/MBA e-newsletter for Alumni and current students.
- Develops and manages events and programs that bring together alumni and students, such as the JD/MBA Mentor Program or Speed Mentoring.
- Evaluates and enhances existing JD/MBA alumni programs, developing new initiatives, events and programs that engage the alumni with each other, the program and with the law and business schools.
- Works collaboratively with the Osgoode and Schulich alumni staff to maintain a strong connection to the individual schools and coordinate activities.

STRATEGIC PARTNERSHIPS, RELATIONSHIP DEVELOPMENT AND PROMOTION

- Oversees and manages the Summer Internship Program. This begins with identifying and engaging organizations to host summer internships in business or law locally or internationally. Manages the student process from application to selection, placement, and final student reflection paper.
- Works collaboratively with Osgoode External Relations and Communications and Schulich Office of Advancement and Alumni Engagement to establish relationships for internships with lawyers and industry partners.
- Works collaboratively with partner organizations on brand appropriate initiatives, collaborations, and project developments.
- Builds and expands relationships with industry partners to make connections and to build market awareness of our programs and students. Follows up and tracks successful relationship building initiatives and makes recommendations to pursue, hold or discontinue same.
- Travels to meet partner organizations and representatives in person, when required, and attends industry-related conferences and networking opportunities.

COMMUNICATIONS

- Creates marketing and communications material specific to the JD/MBA program.
- Creates content and maintains the JD/MBA program website.
- Creates recruitment materials that aligns with York branding guidelines and Osgoode and Schulich sub-brands.
- Creates material for student recruitment, advising, events, alumni, and general marketing, as required.

ENDOWMENT

- Oversees and manages the expenditure of funds available through the JD/MBA endowment.
- Responsible for budgeting and forecasting, while staying within the limits of the funds available

OSGOODE CAREER DEVELOPMENT

- Counsels' students on current career development needs and makes referrals to the appropriate career development programs, resources and/or services.
- Provides individual career counselling sessions that focus on a wide variety of career development topics, including but not limited to self-exploration, choosing an area of practice, researching, creating career opportunities, dealing with societal expectations surrounding career choices, making decisions regarding graduate school, and developing lifelong career self-management skills.
- Acts as a subject matter expert on Business Law and advises students and alumni on the process to qualify for the New York Bar and other relevant bar or licensing processes.
- Contributes to the career counselling services provided by Osgoode and Schulich by updating procedures, assessing the effectiveness of the service, and making recommendations for improvement.
- Develops and facilitates Business Law career exploration workshops or other career development projects.

Required Qualifications

Minimum Education, Training & Credentials

- Bachelor's degree in a relevant discipline.
- Juris Doctor (JD) and call to the bar.
Note: Position requires verification of degree(s)/credential(s)

Minimum Experience

- Five (5) years related experience facilitating job placements and/or law student recruitment. Experience within a university environment and/or the legal industry and/or not-for profit and/or the private sector.

Knowledge

- Extensive knowledge of the legal profession and the professional considerations that are of interest to legal professionals and law students.
- Understanding of the JD/MBA program, such as admission requirements, program specifics.
- Understanding of the principles of career development and counselling for both JD and MBA students.
- Knowledge and understanding of business and law career opportunities and awareness of the business community.
- Knowledge and understanding of the Call to the Bar process in both Ontario and New York.
- Familiarity with an academic environment.

Skills

- Effective communication skill and commitment to open and inclusive dialogue.
- Effective interpersonal skills including discretion and the ability to establish and maintain trust.
- Ability to present and communicate complex information with clarity to a range of diverse audiences.
- Effective writing skills.
- Able to work collaboratively with colleagues across the University and externally.
- Effective one-on-one counselling and group facilitation skills, ability to assess and refer students to other services as required.
- Effective organization and time management skills, setting priorities/multi-tasking, working under pressure of high volume and/or deadlines.
- Analytical and good judgment including effective attention to details and creative problem-solving skills.
- Cross-cultural sensitivity to work effectively with diverse groups of students.
- Adaptability to change, new ideas, technology, and practices.
- Proficient with Microsoft Office applications, including Word, Excel, and PowerPoint.

Summary of Work Environment

- Normal office environment (actual and virtual).
- Travel may be occasionally required.