

**ASSISTANT DEAN FOR DIVERSITY, EQUITY AND INCLUSIVE EXCELLENCE
JOB DESCRIPTION**

University of Colorado Law School, Boulder Campus
Officer/Exempt Professional Position Description

The University of Colorado Law School is committed to doing more than talk about fostering and embedding equity, diversity and inclusive excellence into the fabric of this Law School; instead we intend to make equity, diversity and inclusive excellence a core value of our law school as an institution and therefore of importance to all who are a part of this institution. The Assistant Dean for Diversity, Equity and Inclusive Excellence [“Assistant Dean”] will develop strategies to achieve these goals.

The Assistant Dean will report directly to, and collaborate with, the Dean of the Law School to articulate, initiate, guide and foster diversity, equity and inclusive excellence throughout the Law School.

The Assistant Dean will develop and implement a Strategic Plan to achieve diversity, equity and inclusive excellence at all levels of the Law School; will encourage and support a proactive, comprehensive, and collaborative approach to making excellence inclusive; will work closely with the Admissions Office, the Career Development Office, faculty, administration, students and alumni to create and implement policies, practices and programs to attract, retain, and promote a diverse law school body; will work across all groups in the Law School (including faculty, administration, staff, students and alumni) to promote an environment that ensures that all members of the law school community take responsibility for fostering a welcoming and inclusive environment; and will network and collaborate with various offices (both in the Law School and on main campus, such as the Office of Diversity, Equity and Community Engagement), to leverage available resources and coordinate efforts to guide, foster and advance the goals of the law school as well as to promote the broader campus equity, diversity and inclusive excellence commitments.

The Assistant Dean will collaborate with the Senior Assistant Dean for Students regarding specific diversity, equity and/or inclusiveness issues that arise pertaining to individual or groups of law students, and will collaborate with and support the Senior Assistant Dean for Students’ efforts to design and organize an annual 1L Orientation Program that includes presentations/discussions regarding the value and importance of diversity and inclusiveness to the Law School and to the legal profession, in general.

The Specific Responsibilities of the Assistant Dean for Diversity, Equity & Inclusive Excellence (with percentage weights):

RECRUITMENT - 45%:

- In collaboration with Admissions, develop a comprehensive plan to increase the diversity of law students who attend the Law School
- In collaboration with Admissions, develop a comprehensive plan to improve the yield rate of diverse law students who matriculate at the Law School;

- In collaboration with Admissions and the Law Alumni Board Diversity Committee, faculty and administration, lead efforts to successfully implement both plans. This may include such actions as assisting with the planning of recruitment events, the development of promotional materials, and participation in or travel to Pre-law school conferences or other relevant conferences advancing greater recruitment strategies;
- Develop an annual report for the Dean that details current strategies for achieving diversity, equity and inclusive excellence, identify areas for growth, and propose potential solutions;
- Work closely with the Human Resources Director to assist in efforts to recruit and hire diverse staff members; and
- Work closely with the Appointments Committee to assist in efforts to recruit and hire diverse faculty members.

COMMUNITY BUILDING, LEADERSHIP, SUPPORT AND RETENTION – 45%

- Consult with the Senior Director of Marketing, Communications, and Strategic Initiatives to enhance and develop marketing materials that support the mission of the law school to foster and promote an inclusive community and focus more attention on the diversity and inclusiveness of the Law School;
- Work closely with students, faculty, the Dean, the Senior Assistant Dean for Students, and other appropriate entities in order to create an environment in which all students will be given an opportunity to reach their potential based upon their individual efforts and abilities;
- Serve as a resource and advocate for diverse law students in their academic, professional and career pursuits;
- Work closely with the Office for Career Development and with alumni who have expressed an interest in supporting diversity, equity and inclusive excellence to track and assist diverse law students' career objectives and experiences;
- Develop and provide appropriate programs aimed at supporting diverse law students, which may include: welcome meetings for 1Ls, counseling diverse student groups (e.g., BLSA, LLSA, APALSA, etc.), and providing information on scholarships and professional opportunities;
- Develop and foster networking opportunities and connections with local and national professional organizations that advocate for and support diversity and inclusion in the legal profession (e.g., the Sam Cary Bar Association, Colorado LGBT Bar Association, Colorado Women's Bar Association, etc.), and that sponsor social/networking events, diversity initiatives, and related events likely to support the professional experience and opportunities of diverse law students during law school and as they transition into the professional community;
- Assist and support programming related to the LILAC Fellowship/Scholarship program;
- Develop and provide programs, workshops and training on diversity, equity and inclusive excellence for the education of students, faculty, administration, staff and alumni; and

- Create and maintain an Office for Diversity, Equity and Inclusive Excellence website as a vehicle to communicate information regarding issues of diversity and inclusiveness to students, faculty, administration, staff and alumni.

OUTREACH – 5%:

- Participate as a liaison to the Law Alumni Board Diversity Committee and work to further the committee members' involvement in supporting equity, diversity and inclusive excellence at the law school and among fellow alumni;
- Participate as an active member of, and law school representative on, the Board of Directors of the Center for Legal Inclusiveness [CLI];
- Participate as an active member of organizations such as Diverse Affinity Bar Associations, the National Association for Law Placement [NALP], and the Association for Law School Diversity Professionals; and
- Support and assist with other internally or externally focused Law School diversity initiatives and projects at the request of the Dean, the Senior Assistant Dean for Students, or other Assistant Deans, as appropriate.

ADMINISTRATIVE – 5%:

- Initiate and manage the budget for the Office for Diversity, Equity and Inclusive Excellence; and
- Perform administrative duties as are required and necessary for the execution of the aforementioned responsibilities.

SAMPLE

SENIOR DIRECTOR FOR DIVERSITY AND INCLUSIVENESS 0.5FTE

The University of Colorado Law School has made an institutional commitment to the value of diversity, to the recruitment and retention of diverse students, to the practice of inclusiveness, and to embedding inclusiveness throughout every aspect of the law school. The Senior Director for Diversity and Inclusiveness is responsible, in consultation with the Senior Assistant Dean for Students, for supporting diverse students throughout their law school experience and for overseeing all diversity-related programming. The Senior Director for Diversity and Inclusiveness works with the Admissions and Financial Aid Office in recruiting diverse students, with the Career Development Office in supporting diverse students' identification and pursuit of career goals, and with the Dean of the Law School and the Senior Assistant Dean for Students on other diversity initiatives.

COACHING AND SUPPORTING DIVERSE STUDENTS - 75%.

The Senior Director for Diversity and Inclusiveness' primary responsibility is to support and mentor diverse law students in all phases of their time as law students, including their efforts to transition into law school, learn to thrive in law school, navigate the challenges along the way, build professional identities and experiences, and to transition to the role of attorney/alumni. Among other activities, the Senior Director will:

- provide coaching and mentoring (in small groups and one-on-one) to diverse law students and alumni;
- connect diverse students with experienced attorneys for employment and networking opportunities; and
- monitor the utilization by diverse students of Career Development services, and assess the effectiveness of Career Development-sponsored programming and other efforts.

OUTREACH & PROGRAMMING - 25%.

In consultation with the Senior Assistant Dean for Students, the Senior Director for Diversity and Inclusiveness will:

- participate in specialty bar association events, develop diversity initiatives, and engage in and support related events likely to support the experience of diverse law students in law school and their transitions into the professional world;
- collaborate with and support the efforts of the Assistant Dean of Admissions and Financial Aid to recruit diverse students;
develop strategies and opportunities to support and retain diverse students;
- communicate with the Administration, faculty and staff regarding important trends and best practices, as well as regarding other matters related to diversity and inclusiveness, diverse students, and supporting matters of mental health; and will
- oversee and assist in other internally or externally focused Law School diversity initiatives or projects, and assume additional responsibilities, at the request of the Dean and the Senior Assistant Dean for Students.