

SEARCH PROFILE:

COLLEGE OF LAW ASSISTANT DEAN
FOR ADMISSIONS AND SCHOLARSHIPS



UNT | DALLAS

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THE OPPORTUNITY

The [UNT Dallas College of Law](#) welcomes applications from experienced admissions professionals who are interested in serving in the role of the Assistant Dean for Admissions and Scholarships (ADAS) starting in the Summer of 2022. The College of Law is designed to provide a different type of legal education through experienced and dedicated faculty practitioners to a wonderful array of diverse and committed students. This is a special opportunity to make a real difference by serving a growing and innovative school of law with the potential to significantly affect and model desired best practices in legal education nationally.

The Assistant Dean for Admissions and Scholarships actively recruits individuals who are well-qualified to attend the UNT Dallas College of Law and serves as a member of the Admissions Committee to evaluate the academic records and other qualifications of individuals who apply. The ADAS also is responsible for the disbursement of scholarships available to incoming and continuing students.

The Assistant Dean for Admissions and Scholarships reports to Dean Felecia Epps and is a member of the Dean's senior leadership team.



THE COLLEGE OF LAW

The UNT Dallas College of Law is a relatively new public law school in downtown Dallas with a full-time day division and a part-time evening division. Prospective students have [many reasons](#) to choose to enroll, including the College's innovative approach to legal education with a focus on real-world practical abilities. The College makes a legal education open to more students and offers a great value to students with the convenience and connections of being in the thriving downtown [legal](#) and [business](#) community of [Dallas](#). The College's students are [highly diverse](#) in gender, race and ethnicity, age, degrees, veteran status, and other aspects.

As of Spring 2022, the College has enrolled 219 students in its full-time program and 140 students in its part-time program. The College currently employs about 20 dedicated and practically-experienced [faculty](#), and several more additions are planned this year and next academic year.

The College of Law's goals are (1) widening access to legal education for those who could be superb legal professionals but who cannot realistically access a legal education given factors including location, cost, and the current role of the LSAT in admission to and financing of law school; (2) providing an educational program focused on excellence in

developing practice-related competencies, through a curriculum mapped to those competencies and using best instructional practices, including multiple formative and summative assessments throughout, engaged class design, and a spectrum of experiential education; (3) creating opportunity for our students by keeping tuition and debt low and producing graduates with high value and ability in multiple segments of the market for legal services; (4) becoming a national leader in advancing understanding of best legal education practices, of professional formation, and of the relationship between legal education and the evolving practice and business of law; (5) improving access to justice for underserved legal needs; and (6) serving as a valuable partner in civic engagement with the City of Dallas and the North Texas region.

The College of Law admitted its first class in 2014 and achieved provisional accreditation from the American Bar Association in 2017. As graduates of a provisionally approved law school, UNTD Law's graduates are considered by the ABA to be graduates of an ABA-approved law school and are eligible to sit for most state bar exams, including in the State of Texas. The College of Law is currently working to establish its full compliance with the ABA Rules and Standards in order to become fully approved by the ABA no later than June 2022.



ABOUT THE POSITION

RESPONSIBILITIES

The College of Law welcomes applications from admissions professionals who are interested in serving as the next Assistant Dean for Admissions and Scholarships. Priority will be given to those who have served in law schools.

The Assistant Dean will provide the vision and administrative leadership for all functions relating to admission to the JD program, including managing an admissions staff.

Key responsibilities of the position include serving as the law school's chief admissions officer, developing and implementing an admissions process consistent with the goals described above and utilizing comprehensive and data-informed methods relating to enrollment and retention.

The position requires travel and attendance at on-and off-campus events during and outside of normal business hours. Some additional interstate travel will be required.

REQUIRED QUALIFICATIONS

- A master's or *juris doctor* (JD) degree; a JD is preferred
- A valid driver's license and the ability to travel during the recruitment season
- Progressively responsible professional experience that provides the following knowledge, skills, and abilities

DESIRED EXPERIENCE AND KNOWLEDGE

- Extensive knowledge of university-level policies and procedures related to recruitment
- Extensive knowledge of (or ability to rapidly assimilate) Texas and ABA rules and regulations related to law school admission and legal practice

- Familiarity and experience with the Law School Admissions Council (LSAC), its programs and procedures, and the ACES2 admissions office management tool
- Professional experience in higher education recruiting and admissions, preferably in a law school
- Significant experience with enrollment management, including developing, implementing, evaluating, and revising an annual recruitment and admissions plan in collaboration with the law school faculty and administration
- Marketing and public relations skills, including the ability to effectively communicate with a variety of stakeholders
- Experience managing and training a team
- Demonstrated experience ensuring compliance with all federal, state, and university regulations and policies as they relate to admissions
- Ability to work effectively with all levels of internal constituents, particularly the Dean, faculty, administrators, and students in the College of Law, as well as counterparts in other organizations within the University
- Demonstrated commitment to upholding and advancing the College of Law's mission, and to the principles of diversity, inclusion, equity, and accessibility
- Exceptional communication skills, including effective writing and public speaking skills



PROCEDURE FOR APPLICATION AND NOMINATION

The search for the next UNT Dallas College of Law Assistant Dean for Admissions and Scholarships is being assisted by Academic Search, Inc. Applications, nominations, and expressions of interest can be submitted in confidence to UNTDLawAD@academicsearch.org. Applications should consist of a cover letter addressing the qualifications and expectations listed above, a curriculum vitae, and a list of five professional references with full contact information and a note indicating the nature of your working relationship with each. References will not be contacted without the explicit permission of the candidate.

Applications will be accepted until the position is filled, but only those received by **March 30, 2022**, can be assured full consideration. Confidential discussions about this opportunity may be arranged by contacting Dr. Wanda D. Bigham, Senior Consultant, at 334-425-6865 or wanda.bigham@academicsearch.org

The University of North Texas System is firmly committed to equal opportunity and does not permit – and takes actions to prevent – discrimination, harassment (including sexual violence), and retaliation on the basis of race, color, religion, national origin, sex, sexual orientation, gender identity or expression, age, disability, family status, genetic information, citizenship or veteran status in its application and admission processes, educational programs and activities, facilities, and employment practices. The University of North Texas System immediately investigates and takes remedial action when appropriate.

The University of North Texas System also takes actions to prevent retaliation against individuals who oppose a discriminatory practice, file a charge, or testify, assist or participate in an investigative proceeding or hearing.

ABOUT ACADEMIC SEARCH

Academic Search is assisting the University of North Texas at Dallas in this work. For more than four decades, Academic Search has offered executive search services to higher education institutions, associations, and related organizations. Academic Search was founded by higher education leaders on the principle that we provide the most value to partner institutions by combining best practices with our deep knowledge and experience. Our mission today is to enhance institutional capacity by providing outstanding executive recruitment services, executive coaching, and transition support, in partnership with our parent organization, the American Academic Leadership Institute. For more information, visit www.academicsearch.org.



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