



Job Description

Position Title	Assistant Director for Global Engagement & International Programs
Department	Global Engagement & International Programs
FLSA Status	Exempt

Founded in 1901, Brooklyn Law School is a vibrant intellectual community emphasizing teaching excellence with an innovative academic program designed to prepare our law students to practice law in many different sectors.

We strive to seek out and hire those individuals, both staff and faculty, who stand out in their field of excellence, wish to become part of the higher education community, and assist in providing the best support possible to our students.

Position Summary

Brooklyn Law School is seeking an experienced, talented Assistant Director for Global Engagement & International Programs to join and enhance our Global and International Programs department. Reporting directly to the Director of International Programs, this position is responsible for administering the study abroad, dual degrees, and exchange programs. They will also be responsible for managing the CPT and OPT processes and supporting global engagement efforts. The Assistant Director will also work at building new international programs for Brooklyn Law School.

The Assistant Director for Global Engagement & International Programs will make an impact in many areas, with responsibilities and duties including, but not limited to:

- Administer CPT, OPT and provide other visa related support to international students across all degree programs;
- Coordinate pre-arrival communication with incoming students, prepare a yearly communication matrix in coordination with other departments, create pre-arrival content and distribute via email and intranet.
- Responsible for managing the 2Study Abroad and Dual Degree Programs / Student Exchange Program, reviewing study abroad applications and interview candidates;
- Counsel students on study abroad and dual degree programs and ensure compliance with ABA requirements;
- Monitor performance and provide support to students on study abroad and liaise with the Registrar's Office on transfer of credits earned abroad Student Exchange Program;
- Review nominations from partner schools; communicate with incoming students and partner institutions;
- Provide registration information and pre-approve course selection of incoming students and monitor exchange balance and make recommendations as needed;
- Manage applicant data and ensure data integrity, including CRM system data management;

- Track and analyze data and generate regular operational, statistical, and narrative reports
- Schedule and organize domestic and international admission events;
- Perform other duties, as assigned, to support the goals of the department.

EXPERIENCE AND QUALIFICATIONS

Successful candidates must possess outstanding planning organizational and management skills, must be able to prioritize and successfully manage several projects while communicating with Department Heads, Faculty, Students, and, on occasion, the Dean(s) at the School. This person must thrive in a fast-paced environment and work efficiently with a varying amount of direction and must have the ability to handle multiple tasks simultaneously.

Minimum Qualifications Required to Apply for the Position

- Must be analytical and have strong problem-solving abilities as well as acute attention to detail;
- Excellent oral, writing, and communication skills;
- Experience working with databases, competency in Microsoft Word, Excel and Outlook;
- Proven experience working successfully in a collaborative and cooperative environment with a team of peers;
- Excellent interpersonal skills with the ability to establish rapport/trust;
- Skill in interacting with individuals and groups representing various social, cultural, economic and educational backgrounds;
- Experience counseling/mentoring international law students;
- Demonstrated interest in legal education, innovation and program development
- Experience working independently and as part of a team in a service-oriented office environment;
- Experience working with Admissions/Enrollment of new students;
- ACES2, SEVIS, and Colleague (Ellucian) experience preferred;

MINIMUM EDUCATION/EXPERIENCE REQUIRED:

- 4-year BA or BS from an accredited institution in. business administration, law, education or related field;
- 1-3 years of prior experience in higher education, working with students and international programs preferred.

HOW TO APPLY:

<https://www.brooklaw.edu/en/About-Us/Employment-Opportunities>

Email a cover letter and resume to the Law School to Desiree.jaegerfine@brooklaw.edu

Please include the wording of Assistant Director Global Programs the subject heading. No phone calls, please. Applications will be considered on a rolling basis and resumes received without cover letters will not be reviewed.

BENEFITS

Brooklyn Law School has a competitive Total Rewards packages which includes Medical, Dental, Vision, Life & Disability Insurance, 403(b) Pension, Flexible Spending and Commuter benefits. We have a generous time off policy and promote a healthy work/life balance.

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

It is the policy of Brooklyn Law School not to discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, age, sexual orientation, gender identity or expression, marital status, genetic information, disability, veteran status, or any other legally protected status under federal, state, or local law. It is also the policy of Brooklyn Law School to take affirmative action to employ, and to advance in employment, all persons regardless of race, color, religion, sex, national origin, age, marital status, genetic information, disability, veteran status, sexual orientation, or any other legally protected status, and to base all employment decisions on legitimate job requirements. This policy shall apply to all employment actions, including but not limited to recruitment, hiring, upgrading, promotion, transfer, demotion, layoff, recall, termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship, at all levels of employment.