



Job Description

Position Title	Director of International Programs
Department	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 a dynamic Director of International Programs to oversee and develop our international law program(s). This position administers all aspects of the LL.M. Program for Internationally Trained Lawyers, including recruitment, marketing, academic counseling, and alumni affairs. Other responsibilities include managing the semester exchange and dual degree programs for incoming and graduating students, developing strategies for maintaining relationships with international institutional partners, administering the visiting research scholars' program, and managing the summer intensive Legal English Course. The Director of International Programs is also the PDSO and RO handling all international F-1 student and J-1 exchange visitor advising.

The Director will make an impact in many areas with responsibilities and duties including, but not limited to:

- LL.M. Program: Responsible for complete administration of program. Handles marketing, recruiting and admission process; creates and conducts orientation and all LL.M. programming; counsels LL.M. students on course selection, program planning, and registration; evaluates program progress; audits degree requirements; mediates problems between students, between administrative offices and students, and between students and faculty; handles alumni relations and events.
- Intensive Legal English Course: Administers, from admissions through certification, the summer intensive Legal English Course as part of the Legal Language Institute. Handles all prospective student inquiries, marketing, application process, coordinating with instructor and TA, and course events.
- Office Administration: Creates and monitors budget, co-supervises Associate Registrar.

- PDSO and RO: Handles all international student and exchange visitor visa work including issuance of travel documents, CPT, OPT, and academic training filings, recertification, student advisement, SEVIS record maintenance, and bi-annual meetings with SEVP. Creates and conducts orientation for all F-1 students and J-1 visitors. Required to stay up to date with all Federal Regulations and supervise all DSOs and ROs.
- International Exchange and Dual Degree Programs: Administers 10 semester exchange and seven dual degree (JD/LLM) programs. Holds biannual information sessions; runs application process; approves all course selections and credit equivalencies (for both incoming and outgoing); creates and conducts pre-departure and arrival orientations; manages all content on international programs on intranet and external website; and maintains relationships with partners.
- Visiting Scholar Program: Handles inquiries, applications, visas, and post-arrival facilitating for the Visiting Scholar Program.
- International Institutional Partners: Strategizes and develops new institutional partners. Maintains relationships with current partners.
- Graduate Programs: Works with faculty and administration to develop additional graduate programs.

EXPERIENCE AND QUALIFICATIONS

Candidate must possess outstanding planning organizational and management skills. S/he must be able to prioritize and successfully manage several projects while communicating with faculty, senior administrators, and the Dean(s). Must thrive in a fast-paced environment and work efficiently with a varying amount of direction. Must have the ability to handle multiple tasks and speak with students, guiding them towards academic success.

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 with the ability to understand and speak compellingly about Brooklyn Law School
- Experience working with databases, competency in Microsoft Word, Excel, and Outlook
- Requires knowledge of international education programs and higher education administration or the equivalent.

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.

EDUCATION/EXPERIENCE:

- Bachelor's degree required;
- Advanced professional degree preferred in a related field such as International Management, Higher Education Administration, Public Administration, or Law;
- At least 5-6 years of experience.

HOW TO APPLY:

Email resume and cover letter to:

resumes@brooklaw.edu

noting ***Director of International Programs*** in the subject heading. No calls please. Applications will be considered on a rolling basis and resumes received without cover letters will not be reviewed.