



Position Title:	Director, The Law Center		
Reports To:	Dean of Academics		
Department:	The Law Center	Job Code:	0124CT
Prepared By/Date:	Jennifer C. Brito/05-01-2009	Job Group:	PEC
Approved By/Date:	Dr. Thomas Meyer/07-22-2011	Salary Grade:	16
Revised:	Donna French/07-22-2011	FLSA Status:	Exempt

Summary:

This position provides academic leadership, serves as an integral member of the College campus administrative teams, and works closely with Associate Deans, School Directors, Academic Deans and Campus Presidents.

Essential Duties and Responsibilities:

- Prepares and maintains budgets
- Resolves academic issues that may arise with faculty, staff, and students
- Supervises the development and/ or revision of curricula, develops course schedules and faculty assignments
- Hires, supervises, evaluates faculty/ personnel and instructional programs
- Ensures effective implementation of the faculty advancement processes and provides program information
- Provides training opportunities for employees
- Provides opportunities for student success and/ or accessibility to courses and programs
- Assures the availability of advisement services for students
- Serves on campus and college-wide committees
- Participates in the development and implementation of College policies, procedures and guidelines
- Performs other duties as assigned

Knowledge, Skills and Abilities:

- Possess an in-depth understanding of paralegal education
- Possess knowledge of ABA Guidelines and approval process
- Knowledge of Microsoft office software applications and specific computer programs related to area of responsibility
- Possess excellent organizational and communicative skills (Verbal and written)
- Ability to effectively present information to groups of managers, clients, customers and the general public
- Ability to work a flexible schedule to include evenings, weekends, and outreach locations
- Ability to work in a multi-ethnic and multi-cultural environment with students, faculty and staff

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the noise level in the work environment is usually quiet.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and reach with hands and arms. The employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls; talk or hear; and stand and walk.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Essential Personnel:

Non-essential

Minimum Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- Juris Doctor’s degree awarded by an ABA accredited institution and must be in good standing within the Florida Bar or other State Bar
- Experience working with and supervising Paralegals

ACKNOWLEDGEMENT

I have read and acknowledge receipt of a copy of my job description.

Signature

Date

Printed Name