

Chief of Staff to the Dean of the Law School
Admin Consultant/Analyst 2 (9341A2)

Job Summary:

The Chief of Staff to the Dean is a key strategic position within the Dean's Office of the University of Minnesota Law School, reporting directly to the Dean to advance long-term goals. The Chief of Staff will represent the interests and priorities of the Dean through effective communication, coordination and strategic integration. Working collaboratively with senior management and faculty, the Chief of Staff supports the Dean as “trusted counsel” with a wide range of confidential, complex, and sensitive executive, advisory and strategic duties, leads and implements Law School projects and initiatives, and manages the Dean's office. In addition, the position is responsible for staff supervision and management to facilitate the effectiveness of the Dean's office. The Law School is proud to serve a diverse and varied group of internal and external constituents. This candidate will need to work effectively across these diverse communities.

Job Duties:

- Serve as key advisor, sounding board, and resource to the Dean and as a member of the senior management staff.
- Lead strategic initiatives to advance the Law School's mission on behalf of the Dean.
- Work closely with the Dean and other senior law school leaders on projects and issues of significant impact to the school. Collaborate with administrative and faculty leaders to help identify and resolve issues of substantial significance that affect the overall functioning of the school.
- Build and nurture relationships to serve as a resource and point of contact for the university administrators, faculty, staff, students, and other key constituents to resolve complex issues and help move forward strategic priorities.
- Participate in key meetings with faculty, administrators, and others. Accurately represent the Dean's position in internal meetings and discussions to help drive understanding and move decision-making forward.
- Build relationships with key university partners and critical external audiences (e.g., local and state bar leadership and committees) to advance operational goals and ensure sufficient and substantive information flow, including collaboration with Institutional Advancement and Career Services staff.
- Facilitate decisions that senior staff need to receive feedback on from the Dean. Support the needs of the staff in their ability to raise critical issues with the Dean and receive needed responses, guidance and decisions.
- Field and respond to requests to the Dean from academic units and administrative offices. Oversee transfer of projects to other stakeholders as appropriate.
- Assist in ensuring that the Dean's meetings are effective with realistic objectives, appropriate preparation, and that the Dean is well-prepared. This may mean querying and pushing back with stakeholders, guiding others in their preparation for their interactions with the Dean, preparing agendas or appropriate high-level briefing materials for the Dean. Monitor progress and achievement of next steps after meetings.
- Write or edit speeches, correspondence, presentations, talking points, proposals, nominations for awards, and reports for the Dean as well as prepare own correspondence as the Dean's representative.
- Collect and analyze data, information, and stakeholder input to inform decision-making, solve problems, and make recommendations.
- Work closely with the Dean in hiring key staff and senior administrators.

- Conduct research on legal education, legal practice, and related issues at the direction of the Dean. Serve as an expert resource on current legal education and legal practice issues and trends.
- Working with other senior leaders at the school, communicate with the ABA and other regulators on matters affecting the law school.
- Manage staff units within Law School and serve as interim leader in departments as needed. Supervision portfolio will be determined by candidate's qualifications and expertise, as well as Dean's needs.
- Strategically facilitate and engage faculty in staff-driven initiatives.
- Direct Dean's office staff to ensure smooth functioning of office, including helping to determine and prioritize which matters need Dean's attention.
- Attend meetings and public events that the Dean cannot attend.
- Handle special projects and other duties as assigned.

Required Qualifications:

- Completed BS with at least 8 year's experience
- Exceptional analytical capacity, and written and verbal communication skills
- Strong organizational skills, conflict resolution skills, and interpersonal savvy
- Demonstrated commitment and success in working with and across diverse constituencies and populations
- Demonstrated ability to initiate, design, plan, and execute multiple complex projects simultaneously with attention to detail and high level of excellence
- Tact, discretion, and experience handling highly confidential information
- Ability to work effectively and efficiently under pressure while maintaining a high level of professionalism
- Strong technical skills, including full proficiency with standard computer systems (e.g., Word, Excel, PowerPoint) and the Internet

Preferred Qualifications:

- JD degree plus 5 year's professional experience or a Master's degree plus 6 years' professional experience or equivalent relevant experience
- Management experience
- Statistical skills
- Experience working in a university, law school, law firm, or legal-related nonprofit organization

This position is open until filled. Priority deadline for applications is April 14, 2017. Candidates, including people of color and women, are strongly encouraged to apply. Applications will only be accepted through the University of Minnesota online employment system and only complete applications will be considered. A complete application consists of a resume, cover letter, and a list of three references who will not be contacted without prior notice. To apply, go to <http://humanresources.umn.edu/jobs> and reference job number 315360.

The University of Minnesota is committed to the policy that all persons shall have equal access to its programs, facilities, and employment without regard to race, color, creed, religion, national origin, sex, age, marital status, disability, public assistance status, veteran status, or sexual orientation.