Pace Law School is pleased to announce that we are seeking an Associate Director of Environmental Law Programs to begin work in the late spring/early summer of 2016. The Associate Director is an integral member of the environmental law team at Pace, helping to run a multifaceted, dynamic academic program and working with a wide range of individuals both internal and external to the university. She or he will report to the Executive Director of Environmental Law Programs.

About the Pace Environmental Law Program
Pace’s Environmental Law Program is one of the oldest and most extensive in the world. It is perennially ranked as one of the top environmental programs in the nation. An overview of the Environmental Law Program can be found at [http://bit.ly/1R6CQRZ](http://bit.ly/1R6CQRZ). For more information, visit law.pace.edu/environment.

Responsibilities
- Provide important research to support program strategic planning processes and participate as an active member in program planning meetings and retreats
- Assist with the student research program, including hiring law student research assistants and guiding their work
- Attend and promote the program at admissions fairs, admitted student days, and other events
- Promote the program and its specialized degrees through writing and designing print, email, and web advertising, working with a professional graphic designer for print materials and directly creating e-newsletters using email software
- Provide a continuous social media presence
- Provide continuous updating of program website using Drupal software
- Create and edit the Annual Report of the program and periodic e-newsletters throughout the year geared towards a national and international audience
- Assist with curriculum and career counseling for JD and LLM students
- Attend and take minutes of the law school’s monthly Environmental Committee and the Sustainability Committee meetings; attend cross-institutional meetings as needed
- Join the faculty in representing the program at the American Association of Law Schools, New York State Bar Association annual environmental meetings, and other events as budget allows
- Assist with developing and managing environmental law conferences, events, and CLEs throughout the year
- Assist in logistics with the Brazil Comparative Environmental Law course, including working with travel agent to develop lowest-cost group travel packages, organizing student passport and visa applications, investigating potential field day sites and creating agendas with professor
- Participate in the National Environmental Law Moot Court Competition by conducting and overseeing research relative to the competition problem and bench memorandum, correcting the problem, supervising the writing of the bench memorandum, and judging the preliminary rounds of the competition
- Maintain the environmental law alumni database, and advise environmental alumni of program news and events
Although not specifically required for this position, may teach as an adjunct professor in the environmental law curriculum as time permits

- Maintain and coordinate annual program budget
- Assist with fundraising and external grant applications
- Other duties as assigned

Qualifications

- Law School graduate with honors
- Academic management skills including program and project design and management, project budgeting and reporting, work planning, time management, expectation setting, course planning, temporary faculty recruitment and hiring, collaborative skills and professional relationship development
- Outstanding written and spoken expression in English, including editing work and research of others; excellent and efficient Internet research abilities, excellent interpersonal and team-building skills; a courteous, professional attitude towards a wide variety of constituents; and respectful cross-cultural communication skills
- Ability to be both well-organized and flexible, balancing a large variety of complex projects efficiently and with good humor in a fast-paced, diverse, sometimes stressful environment;
- Proficiency in Microsoft Word, Excel, PowerPoint, Outlook, Drupal or other web software, and social media including Facebook and LinkedIn

Start Date (flexible)
Late spring/early summer 2016

Location
White Plains, NY (Westchester County; 35 minutes north of Grand Central by train)

How to apply to Posting #0602739
Visit careers.pace.edu/applicants/Central?quickFind=55325.

For more information, visit law.pace.edu/environment.

Questions? Email Director of Environmental Law Programs Laura Jensen at jensen@law.pace.edu.

Pace is committed to achieving completely equal opportunity in all aspects of University life. Applications are encouraged from people of color, individuals of varied sexual and affectional orientations, individuals who are differently-abled, veterans of the armed forces or national service, and anyone whose background and experience will contribute to the diversity of the law school.