

# STARS - Yale University's Online Hiring and Recruitment System

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10-May-2019

## **Assoc Director, Admissions & Diversity Initiatives**

Law School - Admissions Office

55424BR

### **University Job Title**

Admissions Officer 3, Law School

### **Bargaining Unit**

None - Not included in the union (Yale Union Group)

### **Time Type**

Full time

### **Duration Type**

Regular

### **Compensation Grade**

Administration & Operations

### **Compensation Grade Profile**

Manager; Program Leader (23)

### **Work Location**

Central Campus

### **Worksite Address**

127 Wall Street  
New Haven, CT 06511

### **Work Week**

Standard (M-F equal number of hours per day)

### **Searchable Job Family**

Administration, Student Services

### **Total # of hours to be worked:**

37.5

### **Position Focus:**

1. Coordinate and manage the Law School's diversity recruitment efforts, including relationship development, in-person visits, and webinars. Identify and attend fairs and forums not previously attended by Yale Law School, in particular those focused on diverse applicants and pipeline events. Attend relevant conferences to liaise with other diversity and admissions professionals. Learn, report on, and implement best practices. Travel will be required.
2. Represent Yale Law School at recruiting events. Travel will be required.
3. Conduct prospective and diversity applicant outreach in person and through social media.
4. Oversee and direct student-led recruitment initiatives, including Student Perspectives Blog and all efforts involving Diversity Representatives and Admissions Representatives.
5. Train, supervise, and manage admissions tour guides.
6. Review and assess select admissions applications as directed by the Associate Dean.
7. With the Director of Admissions, plan and execute admitted students programming, with primary responsibility for Yale Forward and diversity-related programs.
8. Coordinate student outreach and matching for admitted students. Manage inclusion of students in admitted student events, including Student Buddy Program.
9. Engage in individualized diversity-related follow-up and recruitment for admitted students.
10. Engage in contact with applicants, prospective applicants, and admitted students and provide individual counseling and information as needed.
11. Using historical data, survey results, and other resources, identify trends and gaps in recruitment and

create long-term and short-term strategies to increase overall quality and diversity of applicant pool as well as admitted student yield along a variety of dimensions.

12. Conduct statistical analyses of admissions data from multiple sources using a variety of reporting tools, including but not limited to, Excel, Crystal Reports and Brio.

### **Essential Duties**

1. Together with admissions senior staff, plan, coordinate, and manage the Law School's recruitment calendar, including in-person visits and webinars. Represent Yale Law School to prospective students at recruiting events. Travel will be required.
2. Plan, direct, and manage internal student-led recruiting efforts including Student Perspectives Blog, Student Buddy Program.
3. Train, supervise, and manage admissions tour guides.
4. Monitor Admissions' social media presence, including Facebook and Twitter; develop and implement social media plan for Admissions.
5. With the Director of Admissions, plan and execute admitted students programming.
6. Design and administer surveys to prospective and admitted students to obtain feedback on admissions services and programs.
7. Review and assess select admissions applications as directed by the Associate Dean.
8. Engage in contact with applicants, prospective applicants, and admitted students and provide individual counseling and information as needed.
9. Engage in individualized diversity-related follow-up and recruitment for admitted students.
10. May perform other duties assigned.

### **Required Education and Experience**

J.D. plus two years of experience in law-related position(s) OR Bachelor's degree plus five years' experience in admissions, placement, student counseling, or an equivalent combination of education and experience.

### **Required Skill/Ability 1:**

Exceptional organizational and oral/written communications skills. Ability to work independently and as a team member in a fast paced, challenging environment.

### **Required Skill/Ability 2:**

Ability to relate and work well with diverse constituents, including prospective and current students, faculty and staff. Ability to understand and promote the goals and distinct qualities of Yale Law School.

### **Required Skill/Ability 3:**

Successful candidates will demonstrate creativity, enthusiasm, tact and a commitment to diversity. Demonstrated skills in computerized technology, including spreadsheets, databases and web pages.

### **Preferred Education, Experience and Skills:**

J.D. degree

### **Weekend Hours Required?**

Occasional

### **Evening Hours Required?**

Occasional

### **Drug Screen**

No

### **Health Screening**

No

### **Background Check Requirements**

All candidates for employment will be subject to pre-employment background screening for this position, which may include motor vehicle, DOT certification, drug testing and credit checks based on the position description and job requirements. All offers are contingent upon the successful completion of the background check. Please visit [www.yale.edu/hronline/careers/screening/faqs.html](http://www.yale.edu/hronline/careers/screening/faqs.html) for additional information on the background check requirements and process.

### **Posting Disclaimer**

The intent of this job description is to provide a representative summary of the essential functions that will be required of the position and should not be construed as a declaration of specific duties and responsibilities of the particular position. Employees will be assigned specific job-related duties through their hiring departments.

### **Affirmative Action Statement:**

Yale University considers applicants for employment without regard to, and does not discriminate on the basis of, an individual's sex, race, color, religion, age, disability, status as a veteran, or national or ethnic origin; nor does Yale discriminate on the basis of sexual orientation or gender identity or expression. Title IX of the Education Amendments of 1972 protects people from sex discrimination in educational programs and activities at institutions that receive federal financial assistance. Questions regarding Title IX may be referred to the University's Title IX Coordinator, at [TitleIX@yale.edu](mailto:TitleIX@yale.edu), or to the U.S. Department of Education, Office for Civil Rights, 8th Floor, Five Post Office Square, Boston MA 02109-3921. Telephone: 617.289.0111, Fax: 617.289.0150, TDD: 800.877.8339, or Email: [ocr.boston@ed.gov](mailto:ocr.boston@ed.gov).

### **Note**

Yale University is a tobacco-free campus

