Job Opportunities
University of the District of Columbia (UDC)

Position: Assistant Director of Admissions
Announcement

Salary Range: AD-1701-07/01/-02 $48,590 – $50,465 Per Annum
Date: 12/12/05

Location: Van Ness Campus
Number: 05-79

Areas of Consideration: Nation-Wide
Closing Date: Open until filled

Responsible to: Director of Admission
David A. Clarke, School of Law
Vice President, Academic Affairs

Brief Description of Duties

Assists in managing and coordinating the recruitment of law school applicants in highly competitive national and local markets.

Informs law school candidates about the overall law school experience including, but not limited to, course offerings, the importance and function of study groups, the use and variety of legal study aids, the bar admission process, and the academic support program.

Maintains current knowledge of the legal job market, legal internships and clerkship opportunities.

Assists the Director and other professionals to conduct law day, regional forums, open houses and other student recruitment activities nationally and locally.

Assists with managing the application process to include application flow, time frames and deadlines, staff priorities, responses to inquiries, record maintenance and computer system development and application.

Qualifications Required

A Bachelor’s degree in liberal arts or other related fields of study and one year of specialized experience is required. A J.D. degree is preferred. The one year of specialized experience must be equivalent to at least the next lower grade level. Specialized experience that has equipped the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of the position, and that is typically in or related to the work of the position as described above.

(see reverse side)
All candidates will be considered without regard to race, color, religion, national origin, sex, age, martial status, personal appearance, sexual orientation, familial status, family responsibilities, matriculation, political affiliation, disability, source of income, place of residence or business.

The Residency Preference Amendment Act of 1988, D.C. Law 7-203, created a system which provides that any applicant for employment in the Career or Educational Services who is a bona fide resident of the District of Columbia may claim a residency preference at the time of application. An applicant selected for appointment based on District residency will be required to submit proof of bona fide District residency. Bona fide District residency must be maintained from the date of appointment to the position for five consecutive years.

This position is not in the collective bargaining unit.

Please submit UDC Professional application and résumé to:

Ms. Isabelle McMillian  
University to the District of Columbia  
Office of Human Resources  
Building 38, Suite 301-12  
4200 Connecticut Avenue, N.W.  
Washington, D.C. 20008