

**PRE-LAW SUMMER INSTITUTE DIRECTOR
AMERICAN INDIAN LAW CENTER, INC.
POSITION ANNOUNCEMENT AND DESCRIPTION**

POSITION TITLE:	Pre-Law Summer Institute (“PLSI”) Director
FLSA:	Exempt
SUPERVISES:	Assistant PLSI Director, PLSI Professors, PLSI Teaching Assistants, Research Assistants
REPORTS TO:	AILC Director
LOCATION:	Albuquerque, New Mexico
COMPENSATION:	\$87,000 to \$95,000
CLOSE DATE:	10/31/2024
SUBMIT INTEREST TO:	info@eliteinsource.com

The American Indian Law Center, Inc. (AILC) is the oldest existing Indian-managed and Indian-operated legal and public policy organization in the country serving to strengthen, promote, and honor self-sustaining American Indian and Alaska Native communities through education, training, and leadership. AILC’s mission is to provide training and technical assistance to tribes, tribal organizations, and tribal courts; legal and policy analysis on various issues important to tribal governments; and preparatory legal education to individuals. The AILC is a non-profit 501(c)(3) corporation.

Job Summary

Under minimal supervision, this position is responsible for providing visionary, results-oriented leadership in delivering quality academic and professional development opportunities for Pre-Law Summer Institute (“PLSI”) alumni and American Indian and Alaska Native pre-law prospective students, law students, bar examinees and advisors and for ensuring alignment of PLSI’s activities with the AILC’s strategic plan and goals. This position manages the PLSI programs and budgets and oversees the operations of the PLSI programs including outreach, pre-law advisor training, academic and professional development, clerkships, the summer programs, and the Native American Bar Passage Initiative. This position is responsible for oversight of the creation, coordination, and implementation of the in-person and virtual professional development curriculum.

Duties and Responsibilities

The duties and responsibilities listed below are essential to the employee's position. AILC's Team Members will support the organization's vision and model behavior by:

- Cultivating a positive work environment
- Prioritizing and setting manageable goals
- Being efficient with time at work
- Communicating effectively with management, staff, students, alumni, and visitors
- Being flexible and taking criticism constructively
- Following internal procedures and external regulations
- Bringing compliance issues to the attention of management
- Working collaboratively in all facets of position to meet position requirements and support organization goals

PLSI Director:

- Maintains budget and controls expenses effectively for each assigned area of responsibility. Ensures the development and timely submission of reports based on agreed-to priorities and standards as determined by the AILC Director, the AILC Board of Directors, and grantors.
- Responsible for collecting and collating metrics to evaluate efforts, measure success, alignment with strategic plan, goals, and related activities.
- Responsible for collecting and analyzing data to write grant proposals. Seeks grantors and donors. Responsible for fundraising efforts for PLSI programs.
- Oversees development, implementation, and the control of an annual budget for programming, outreach, and development. Negotiates contracts and services to ensure cost-effective services are used to accomplish program and organizational goals.
- Oversees planning and implementation of all program events including the 8-week summer program, academic and professional training, and outreach.
- Builds relationships with alumni, pre-law advisors, pre-law students, law schools, tribal colleges and universities, tribal education departments, schools with significant Native American populations, and state, tribal, and federal agencies to implement PLSI and other programs.
- Develops collaborative partnerships with potential employers, related community organizations, and attorney mentors to implement and offer professional development, clerkship, and other programs.
- Responsible for recruiting, training, and building relationships with attorney coaches and mentors.
- Develops relationships and partnerships with pre-law programs, bar associations, judicial organizations, professional organizations, and educational programs on events, projects, and services for Native American pre-law and law students.

- Oversees development of print and electronic materials for announcements, programs, CLEs, and program promotion. Oversees development and updating of training manuals, guides, and handbooks.
- Oversees the promotion of PLSI and its programs to the community through public relations, social media, events, and advocacy. Responsible for alumni communications and collaboration.
- Conforms with all safety rules and uses all appropriate safety equipment.
- Participates on committees and special projects and seeks additional responsibilities.
- Analyzes and directs the development, implementation, and evaluation of professional development opportunities for PLSI alumni according to grants and strategic goals.
- Monitors and interprets enrollment data, course evaluations and other measurable outcomes. Makes programmatic changes as appropriate.
- Ensures programs comply with all applicable regulations, rules, guidelines, and laws.
- In coordination and consultation with human resources and the AILC Director, hires, trains, develops and appraises staff effectively and timely.
- Monitor the work of vendors that provide products or services for programs; may explore options for providing products and services for distance and virtual learning programs and make recommendations.
- Monitor developments in pre-law counseling, law school admissions, testing, career development and placement, bar admissions, academic development, and professional development for educational and outreach goals. Stays current in new and upcoming trends in academic and professional development; in-person and virtual learning.
- Develops and maintains national network for professional development and networking opportunities; collaborates with local, state or national groups to produce current, relevant content.
- Develop and maintain working knowledge of AILC programs and resources and basic knowledge of AILC operations.
- Performs all other duties as assigned.

Education and/or Experience Required

Bachelor's degree; five (5) years' experience required, preferably in adult education, supervision and management including the development and management of grants and budgets. JD and/or education-related experience may be substituted and may be desirable. Minimum of three (3) year's event planning, educational programming and/or training coordination experience preferred.

Skills and Abilities

- Performs all duties in compliance with internal procedures and external regulations. Is responsible for bringing compliance issues to the attention of management.

- Excellent communication and interpersonal skills; ability to forge partnerships and procure necessary resources.
- Have proven skills as a supervisor and mentor to organize, lead, manage, and evaluate staff in a complex environment.
- Excellent research, critical thinking, and writing skills.
- Familiarity with curriculum development and adult learning theory and design.
- Ability to manage multiple projects in an environment of rapid growth and change.
- Ability to work effectively with a multi-cultural community.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to listen.
- Must have high-level interpersonal skills to handle sensitive and confidential situations. Position requires demonstrated poise, tact, and diplomacy.
- Strong attention to detail and deadline oriented with a solid background in program development, operations management, and marketing.
- Flexibility in schedule to meet business needs.
- Must be a self-starter, able to work independently as well as work effectively with teams.
- Financial management and budget preparation and oversight skills.

Computer Skills

Microsoft windows environment with Microsoft 365 to include formatting and production of word processing documents, spreadsheets, presentations, email, calendaring, and reports. Ability to use tools for video conferencing, as needed. Thorough knowledge of, or demonstrated ability to quickly become competent in electronic resources and learning management systems, and their use in an educational environment.

Certificates, Licenses, Registrations:

Required: Position may require travel within the State; thus, reliable transportation is required. If using personal vehicle, must have appropriate driver's license and insurance coverage.

JD, optional, but may be preferred. For candidates with JD, must be a member in good standing with all bars to which they are admitted.

Other

Regular attendance is required. Additional hours including weekends may be required on a regular basis to fulfill duties of position. At times, the individual must be able to work in a fast-paced environment with ability to handle and prioritize multiple, competing tasks and demands and to seek supervisory assistance as appropriate. Occasionally in-state and out-of-state travel is required.

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 regularly required to talk and hear. The employee regularly is required to stand, walk, sit, use hand to finger, handle or feel objects, tools, or controls; and reach with hands and arms. The Employee frequently lifts and/or moves up to 40 pounds. Specific vision abilities required by this job include close vision, ability to adjust focus, and manual dexterity in combination with eye/hand coordination. Specific auditory abilities required by this job include the ability to accurately hear information conveyed by telephone and ability to work effectively in area with ambient noise. Work environment is subject to interruptions, varying and unpredictable situations and time pressures related

to multiple tasks. It also requires regular use of computer keyboard and monitor. There is extensive repetitive motion in using hands/wrists.

The above statements are intended to describe the general nature and level of work performed by people assigned to this job. They are not intended to be an exhaustive list of responsibilities, duties and skills required of personnel so classified. Other functions may be assigned and management retains the right to add or change the duties at any time.

If you are a results-driven professional with a passion for education, the law, and a proven track record of successfully managing projects, we would love to hear from you. Apply today to join our dynamic team!