**Director, Admissions and Recruitment**

At UBC, we believe that attracting and sustaining a diverse workforce is key to the successful pursuit of excellence in research, innovation, and learning for all faculty, staff and students. Our commitment to employment equity helps achieve inclusion and fairness, brings rich diversity to UBC as a workplace, and creates the necessary conditions for a rewarding career.

**Job Description Summary**
The Director, Admissions and Recruitment leads all aspects of the Allard School of Law’s JD recruitment and admissions, as well as prospective JD student services. The Director, Admissions and Recruitment provides strategic leadership and direction to the admissions and recruitment team at the law school, and advises the faculty Admissions Committee, and the Dean.

The Director oversees the development and implementation of effective admissions and recruitment strategies to ensure marketing, promotions, recruitment and admissions policies and procedures are effective and competitive, and lead to the enrollment of highly qualified applicants. In addition to leading and implementing effective prospective student services and annual recruitment/admissions cycles, the Director is also responsible for evaluating the law school’s admission and recruitment program and procedures and developing new strategies to ensure competitiveness, effectiveness, and success in attracting, supporting, and retaining highly qualified prospective students.

This position is highly visible to the external community and is expected to lead strong working relationships with university constituents and the professional legal community. The Director also represents the Allard School of Law at national and international organizations as the lead expert in the law school’s admissions and recruitment strategies.

**Organizational Status**
Reports to the Dean; manages professional staff in the Admissions and Recruitment team.

Works independently to provide leadership and expertise in law school admissions and recruitment.

The Director, Admissions and Recruitment is part of the senior student management team at the Allard School of Law, and works closely with other members of the student management team.

**Work Performed**

**Admissions and Recruitment Leadership**
- Plans and develops both short and long-term strategies for the law school’s admissions and recruitment program.
- Leads operational implementation and assessment of the law school’s admissions and recruitment strategies to ensure competitive recruitment and retention of prospective students for the Allard School of Law.
- Provides day-to-day leadership and managerial direction to the Admissions and Recruitment team; develops, facilitates, and evaluates training programs for staff.
- Evaluates the effectiveness of admissions policies and procedures to achieve strategic enrolment objectives.
Collaborates with the Director and Associate Director of Indigenous Legal Studies on Indigenous student recruitment and recruitment strategies.
- Leads ongoing evaluation of policies and procedures to foster excellence in the delivery of the law school's recruitment and admissions programs and services.
- Evaluates longitudinal effectiveness of admissions policies and evaluation criteria for the selection, enrolment, retention, student engagement, and graduate outcomes for the law school; recommends changes to the Dean and Admissions Committee.
- Develops, implements, and evaluates the operational plan of broader-based admissions for the Allard School of Law.
- Provides leadership in establishing admissions policies and procedures that foster equity, diversity and inclusiveness in the law school community.
- Leads the formal approvals process for new policy.
- Works collaboratively with UBC's Enrolment Services unit.
- Develops and maintains relationships with the Law School Admissions Council in relation to standardized testing and management of applicant data.
- Assesses admission eligibility of discretionary applications requiring special consideration; deals with and resolves complex and sensitive admissions issues.
- Participates in the national network of admissions leaders in Canadian law schools.

Marketing and Promotions Leadership
- Develops, implements, and assesses effective strategic marketing and recruitment plans to meet identified strategic priorities of the law school's admissions program.
- Leads and oversees the development of promotional materials and admissions information for prospective student recruitment to support identified strategic priorities.
- Leads ongoing evaluation of marketing, recruitment, and admissions services and processes by the Admissions and Recruitment team.
- Works with other UBC units to enhance our analysis of admissions data and to bolster communications strategies.
- Forecasts, prepares, and manages admissions, marketing and recruitment budgets and expenditures.
- Directs, guides and coaches staff to achieve unit goals and outcomes on a year-to-year cycle.

Prospective Student Advising Leadership
- Leads all aspects of advising of prospective domestic and international JD students.
- Acts as lead expert to the general public, the professional legal community, and the university community on law school admissions to ensure appropriate responses on prospective student files.
- Directs, guides and coaches staff and faculty on all aspects of prospective student advising and evaluation policies and procedures; determines the best course of action to advise on complex cases.
- Lead and implement effective advising strategies that communicate both favourable and unfavourable decisions; train staff on handling complex advising scenarios regarding appeal policies and considerations for future course of actions.

Consequence of Error/Judgement
The Director holds a leadership position in student services at the Peter A. Allard School of Law. Reporting directly to the Dean, the Director represents the law school's JD admissions and recruitment...
policies and procedures to the external community (national and international) and the professional legal community. The Director is typically the face of the law school for prospective students. The Director is expected to act as the leading expert in the law school’s admission and recruitment process, leading policies and procedures with a high level of professionalism, tact and discretion.

Consequence of error is high. Poor judgement and decision-making, a lack of cultural sensitivity, and the dissemination of inaccurate information or miscommunication could have a significant negative impact on the reputation of the law school, on student academic success, and the law school’s ability to attract qualified students. Such errors would significantly reduce confidence in the Allard School of Law on the part of the legal community and other stakeholders.

**Supervision Received**
The Director works independently as the lead expert in law school admissions and recruitment. Receives direction from the Dean of Law and collaborates closely with the Chair of the Faculty Admissions Committee.

**Supervision Given**
Supervises the Admissions and Recruitment team.

**Minimum Qualifications**
- Willingness to respect diverse perspectives, including perspectives in conflict with one’s own
- Demonstrates a commitment to enhancing one’s own awareness, knowledge, and skills related to equity, diversity, and inclusion

**Preferred Qualifications**
Undergraduate degree in a relevant discipline. Master’s degree or J.D. or equivalent law degree an advantage. Minimum of 4-5 years of related experience, or an equivalent combination of education and experience in: student management, higher-education prospective student services, admissions and recruitment, marketing and communications management, and/or student services program development. Expertise with student management, advising, orientation, or equivalent student programs and/or community programming required. Working knowledge of professional accreditation in law or requirements for law school entrance and competition preferred. Minimum of four to five years of related experience or the equivalent combination of education and experience. Experience in an academic environment with proven ability to work well with faculty, administrators, students, staff and alumni. Knowledge of specialized, higher-education admissions programs desirable. Demonstrated ability to apply and evaluate research, institutional data, and theoretical frameworks to establish, manage and transform evidence-based admissions/recruitment programs and services.