

## **Job Summary**

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.

The Assistant Dean, Students, provides leadership and strategic direction for the Law Student Affairs unit, which provides a range of services to Juris Doctor (JD) students in the Peter A. Allard School of Law. This position is key in the development of a strategic model to support law students and oversees the development, implementation, delivery and assessment of comprehensive student services including academic policies, academic advising, academic support and success, student engagement and satisfaction, orientation, health and wellbeing, financial aid, awards and other student development and services for law students.

The Assistant Dean, Students, is responsible for developing, delivering and assessing student-centered practices and systems relating to all aspects of student services (except admissions and career planning). With a focus on meeting and advancing the law school and University's goal of providing an outstanding legal education and services for law students, the Assistant Dean advises the Dean, the Associate Dean, Academic Affairs, faculty and program directors within the law school, on policies and practices appropriate for their shared responsibilities of supporting student success and satisfaction.

## **Organizational Status**

Reporting to the Associate Dean, Academic Affairs, the Assistant Dean partners with the Dean and Associate Deans and may serve as the Associate Dean's delegate on university and community committees. The role provides strategic leadership and supervision Law Student Affairs unit and its CUPE 2950 and M&P staff, and oversees student staff and volunteers delivering student services, experiential learning, wellbeing, awards, orientation, peer tutoring, the Ambassador Program, and Pro Bono Students Canada; when delegated, it directs the Associate Director, Indigenous Legal Studies. The Assistant Dean sets policy direction for Admissions, Career Services, Student Affairs, Indigenous Legal Studies, and the Graduate Program, and collaborates with VP Students and allied units (ISD, Accessibility/EDI, Counselling, Enrolment, Go Global, Student Health, UBC Wellbeing, Early Alert) and faculty advising offices, while cultivating relationships with faculty, Allard Law Students' Society leaders, adjuncts, and external partners (Law Society of BC, CBA, Law Foundation).

## **Work Performed**

### **STRATEGIC LEADERSHIP AND MANAGEMENT RESPONSIBILITIES**

- Leads the implementation of the law school strategic plan as it applies to Law student services, student development, wellbeing and academic support in order to provide effective high-quality service to students and the law school.
- Draws on comprehensive knowledge and understanding of complex requirements, policies and practices in the law school, the legal profession and university-wide to foresee and anticipate impact of changes to policies and curriculum requirements on JD students and student services generally, and takes appropriate action.
- Advises senior leadership in the strategic planning of new academic programs, and the modification of existing academic programs, and the related impact of law school and university policies and procedures and the regulations governing the accreditation of law degrees.

- Develops and makes recommendations on policy decisions within the law school and the strategic development of programs and services.
- Develops and makes recommendations to the Dean, Associate Deans, Committee Chairs and Program Directors on policy decisions, the strategic development of programs and services and curricular and academic reform.
- Leads the development and enhancement of comprehensive student services across the JD program from orientation through to graduation.
- Develops and monitors the annual budget for Student Affairs, Orientation, Peer Tutor Program and Pro Bono Students Canada ensuring that resources are allocated in accordance with the strategic priorities of the law school and the units.
- Provides leadership and direction with respect to enhancing student engagement and the student experience at the Allard School of Law.
- Provides strategic direction and leadership on the development and enhancement of law student financial aid and awards, working in close consultation with the Dean's Office, Enrolment Services and the Allard Law Admissions and External Relations teams. Consults with Enrolment Services to ensure the needs of law students are being considered in the development of university-wide financial aid policies.
- Recommends and develops strategies for improving areas of student concern.
- Reviews Law Society of British Columbia and Canadian Bar Association publications and committee information for emerging trends in legal education, and reports back on same to Associate Dean, Dean and relevant committees.
- Ensure compliance with national standards for the accreditation of law degrees by the Federation of Law Societies and manages the law school reporting process.
- Directs, implements and promotes the law school's joint legal education programs with the University of Hong Kong and the University of Melbourne.
- Provides leadership and direction and oversees the UBC chapter of Pro Bono Students Canada.
- Creates and implements communication strategies to communicate student affairs events and initiatives to law students; maintains the content of the Currents Students portion of the Allard Law website.

#### STUDENT DEVELOPMENT, ADVISING AND ACADEMIC SUPPORT

- Develops, implements, evaluates and oversees a comprehensive strategy for the delivery of high-quality student services to students, faculty and administrative staff that is student-focused and integrated with the services provided by UBC and the legal profession:
- Leads academic and registration advising to current and prospective students on law school courses, specializations, and experiential offerings while being responsive to emerging trends and needs in the legal profession.
- Manages highly sensitive and confidential student issues.
- Counsels and directs JD students with regards to academic, personal or financial concerns affecting their academic performance and wellbeing and provides advice and referrals to law school, university or community resources.
- Creates, evaluates, interprets and applies university and law school policies with respect to academic concessions, program and course withdrawals, leaves of absence, admissions, grade appeals, examinations and assessments, awards, student conduct and required accommodations. Applies rules of administrative fairness to all decisions and appeals.
- Serves as first point of escalation for difficult student matters and is the point of contact for managing Early Alert concerns, and any students conduct/wellbeing issues in the law school
- Promotes mental and physical wellness among law students, and implements wellbeing initiatives and proactive health programming.

- Directs the law school's academic accommodation and concession processes for JD students, in close consultation with the Chair of the Academic Procedures, and UBC's Centre for Accessibility.
- Liaises with the Centre for Accessibility and provides advice and support to accommodated students. Implements accommodations for students within the law school, and acts as the student and faculty liaison on all disability-related matters.
- Identifies, communicates with, and supports JD students with unsatisfactory academic standing or experiencing academic difficulties.
- Advises the Associate Dean and the Academic Procedures Committee on student progress and standing and other student matters.
- Identifies service needs and recommends and implements enhancements and program supports.
- Oversees and manages a comprehensive orientation program for first-year JD students focusing on academic preparedness, wellbeing, cultural competencies, respectful dialogue and the legal profession.
- Develops, directs and leads the law school's academic success program, including workshops and sessions, to enhance law student study skills and strategies, and wellbeing.
- Manages and implements the Peer Tutor and Academic Success Program:
  - o Recruits, trains and supervises upper year peer tutors in tutoring and student support
  - o Matches tutors with first year students;
  - o Promotes program to students and faculty; and
  - o Reacts to changing circumstances to ensure viability of program
- Provides leadership and direction and oversees the Allard School of Law Student Ambassador program including student selection, training and supervision.
- Manages the JD Awards application, nomination and adjudication process for all Faculty-recommended and End of Year awards and scholarships.
- Works closely with Go Global and the Associate Dean, International, to manage the student exchange process within the Allard School of Law - organizes information sessions, sets enrollment numbers for incoming and outgoing spaces with exchange partners, resolves issues and provides advice to students about academic options.
- Collaborates across campus units to develop programming and services to support law student needs.
- Evaluates and adjudicates transfer credit for Allard Law exchange students and incoming transfer students, and reviews applications for readmission from Allard Law students who have been absent from UBC for no more than two years.

#### ADMINISTRATIVE AND PERSONNEL LEADERSHIP

- Identifies staff training and development requirements and implements and recommends training and development sessions where appropriate. Coaches, mentors and develops staff members, student employees and volunteers to provide opportunities for career growth and development.
- Responsible for creating job descriptions, interviewing, hiring, training, supervising, developing, and evaluating the following staff, student employees and volunteers:
  - o Director, Academic Services
  - o Manager, Student Affairs
  - o Counsellor, Student Wellbeing
  - o Student Affairs support staff
  - o Pro Bono Students Canada Coordinators
  - o Orientation Coordinators
  - o Awards - Research Grants Writer and Awards Assistant
  - o Peer Tutors

- Ambassadors
- Maintains membership in relevant professional organizations and encourages regular participation in professional development activities to support student advising/development by all members of the student services team.
- Sits on and contributes to university-wide committees recommending policy changes in the academic and student services areas.
- Represents the law school on various university-wide committees and at public functions
- Attends other committees as required at the direction of the Associate Dean, Academic Affairs or the senior leadership.
- Directs special projects assigned by the Associate Dean, Academic or the Dean of Law, and performs other duties as required.
- Manages the Student Affairs unit and directly supervises the Director, Academic Services, Manager, Student Affairs, Student Wellbeing Counsellor and Student Affairs Program Assistant. Works closely with other members of Student Affairs, including the Coordinators of Student Academic Services and Associate Director, Indigenous Legal Studies to ensure effective operation and functioning of academic and student support services at the Allard School of Law.
- Works closely with, and provides strategic consultation and direction to Admissions, Law Career Services, the Graduate Program, External Relations and the Dean's Office, and sits on and support faculty committees such as Admissions, Awards, Curriculum, Academic Procedures and Equity.
- Forges productive working relations with UBC units including the VP, Students Office, International Student Development, the Centre for Accessibility, Equity & Inclusion Office, Counselling Services, Enrolment Services, Go Global, Student Health, UBC Wellbeing, and Early Alert.
- Facilitates a close relationship with the executive of the Allard Law Students' Society and works collaboratively to respond to student needs and concerns, and implement responsive student events and programming.

#### Consequence of Error/Judgement

This is the senior staff position within the law school Student Services unit and in that regard functions with a high degree of autonomy and discretion. Decisions directly affect the operation of Student Affairs and the quality and outcomes of the JD students law school experience. Incorrect advice to students could impede academic progress, prevent students from graduating, result in students taking longer to complete their degree and could lead to legal liability. Strategic decision-making is based on a thorough knowledge of the policies and processes of the University and the law school. The incumbent exercises considerable judgment and must demonstrate tact and discretion. Consequence of error is high and poor judgment and/or lack of cross-cultural and complex mental health sensitivities could compromise the student s health and well-being, the integrity of the JD program as well as jeopardize the reputation of the law school and UBC.

#### Supervision Received

Reports to the Associate Dean, Academic Affairs, of the Allard School of Law. Reports to the Dean of Law on some matters. Works independently within university and law school policies and procedures to provide strategic direction for the provision of student services and academic support. Works with other unit leaders in student services across the university to achieve broad objectives.

#### Supervision Given

Supervises Director, Academic Services, Manager, Student Affairs, and Student Wellbeing Counsellor and Student Affairs Program Assistant. Shares supervisory duties for the Student Affairs Program Assistant. May direct and delegate work of other student affairs staff as needed. Directs and supervises awards portfolio and associated staff. Directs and supervises student employees and volunteers who perform duties related to orientation, recruitment, student development and experiential learning programs.

#### Minimum Qualifications

- Undergraduate degree in a relevant discipline. Juris Doctor (JD) required.
- Minimum of seven to eight years of related experience or the equivalent combination of education and experience.
- 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

- LL.M degree preferred.
- Eligibility for membership in a law society of a Canadian jurisdiction is strongly preferred.
- Demonstrated experience in a senior managerial and supervisory capacity in a university environment and previous experience in a student academic services environment is preferred.
- Understanding and appreciation of law student academic and student affairs issues.
- Excellent interpersonal and counseling skills with an emphasis on student academic matters.
- Demonstrates cultural awareness of Indigenous student needs, and those of other equity-deserving groups, and ability to act proactively to support these groups.
- Excellent presentation and written communication skills.
- Ability to work creatively and effectively with a strong leadership group.
- Ability to identify as well as solve problems and to take initiatives that will improve the academic and social experience of students.
- Ability to lead and motivate other administrative staff.
- Strong organizational, analytical, multitasking, prioritization and supervisory skills required.
- Ability to work under pressure and with many interruptions.
- Outstanding research skills.
- Ability to forge productive working relationships with a wide variety of academic and ancillary units on campus.
- A commitment to hard work.
- Understanding of and dedication to the teaching and research mission of the Faculty.
- Computer proficiency required (MS Word, Excel, PowerPoint, Internet, database and email), including UBC systems like WorkDay.
- Ability to work flexible hours. May be required to work weekends and evenings at certain times.