

Program Director
Corporate Institute
University of Minnesota Law School

The Corporate Institute combines new programs and current business-oriented activities to strengthen a core area of excellence at the University of Minnesota Law School. The Institute sponsors two signature programs, a Business Law Clinic and a Corporate Externship, both of which are designed to enrich the students' opportunities for experiential learning. The Institute also sponsors other activities, such as speaker series and a Mentoring Program. Reporting to the Faculty Director, the Program Director will have primary responsibility for the Business Law Clinic and the Corporate Externship, with additional potential responsibility for the speaker series, the mentoring program, and providing assistance in other areas of the Institute. The position may also support the Law School Dean in developing signature student programming focused on preparing and producing lawyer-leaders for business, government, and nonprofit organizations.

Corporate Institute website: <http://www.law.umn.edu/corporateinstitute/index.html>.

Position

This is a 100%, 12 month, annually renewable academic administrative (P&A) appointment. Salary range is \$62,000-\$69,000, depending on qualifications.

Core Responsibilities

Business Law Clinic

- Teach and coordinate the 6 credit Business Law Clinic, which gives third year law students the opportunity to represent business clients in a non-litigation context. The classroom component potentially includes teaching modules on transactional lawyering; interviewing; counseling; negotiation; choice and formation of entity; transactional law research; contract drafting; basic tax, insurance, intellectual property, employment and ethical issues. The modules are taught by the Program Director or guest presenters.
- Coordinate and oversee administration of the Business Law Clinic, which includes about 16 students, over 25 supervising attorneys, 40-50 clients, and multiple referral sources.

Corporate Externship Administration

- Coordinate and oversee 3 credit Corporate Externship with placement of approximately twenty rising third year law students with company law departments.
- Facilitate and supervise individual corporate externship field placements during the regular academic year.

Potential Additional Responsibilities

In addition to the above core responsibilities, the Program Director will be involved in a variety of other activities which the Institute sponsors, depending upon the background and interests of the successful candidate, as well as the needs of the Institute and the Law School.

Mentoring Program Administration

- Oversee and facilitate mentoring program for law students to learn about business and business law careers from alumni.

Institute Programming

- Administer Corporate Institute speaker series. Programs include but are not limited to
 - Taking Care of Business, featuring alumni and other luminaries in the business world
 - Career Pathways, featuring professionals who have a J.D. but who have pursued different career paths than a traditional legal practice.
- Collaborate with law faculty on other relevant speakers, resources and programs.

General Administration

- Collaborate with the communications and development staffs at the Law School to create marketing strategies and support fundraising efforts to sustain the Institute. Manage and facilitate the production of Institute communications (web, brochure, reports, and/or other promotional copy). Serve as liaison with funders and potential donors, as needed.
- Coordinate with the Carlson School of Management to recruit law students to the JD/MBA joint degree program.
- Participate in Business Law Concentration planning, working with the faculty chair of the concentration. Serve as a contact for and outreach to Law School alums in business and business law.

Law School Programming

- Support the Law School Dean in coordinating and developing programming for law students focused on leadership development and education.
- Perform additional duties as assigned.

Requirements

- J.D. degree from an A.B.A. accredited law school.
- Licensed to practice law in at least one state and be eligible for admission in Minnesota, if not already admitted to practice in Minnesota.
- At least three years' experience as a practicing lawyer engaged in business law.
- Mature, self-starter, with an ability to work independently.
- Ability to work collaboratively with others.

To apply, go to <http://humanresources.umn.edu/jobs> and reference job number 316686. Only complete applications submitted through the online employment system will be accepted. A complete application will consist of a resume, cover letter, and three professional references. The priority deadline for applications is May 15, 2017 and position is open until filled. Candidates, including people of color and women, who will contribute to the cultural and intellectual diversity of the faculty, are strongly encouraged to apply.

The University of Minnesota is an equal opportunity employer. The University of Minnesota is committed to the policy that all persons shall have equal access to its programs, facilities, and employment without regard to race, color, creed, religion, national origin, sex, age, marital status, disability, public assistance status, veteran status, or sexual orientation.