



AMERICAN INDIAN LAW CENTER, INC.

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

FLSA STATUS: Exempt

POSITION TITLE: Pre-Law Summer Institute (PLSI) Assistant Director

REPORTS TO: PLSI Director

JOB LOCATION: Albuquerque, New Mexico

CLOSING DATE: March 18, 2022

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

The Assistant PLSI Director assists in planning and implementing the Pre-Law Summer Institute for American Indians and Alaska Natives and all its programs, including the PLSI Judicial Clerkship Program, Native American Bar Passage Initiative, the Pre-Law Advisors trainings, outreach to tribal colleges and universities and tribal education departments, academic and professional development programs, and clerkship opportunities. This position supports the PLSI Director in maintaining and growing services according to student needs and the AILC's strategic plan. The position coordinates outreach and promotes services of the PLSI and AILC.

Supervision

This position is supervised by the PLSI Director.

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.

Team Members will support compliance-related items by:

- 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.

Assistant PLSI Director

- Provides support to the PLSI Director in all aspects of PLSI and its programs.
- Assists with developing and implementing programs to support Native pre-law and law students. Works with the Director to coordinate daily operations and activities.
- Builds relationships with alumni, pre-law advisors, law schools, tribal colleges and universities, tribal education departments, and schools with significant Native American populations.
- Builds relationships with law schools and employers regarding PLSI programs, students, and alumni. Identifies possible areas for collaboration and partnerships.
- Assists in developing and managing budgets.
- Assists with staffing of faculty, teaching assistants, research assistants, and other positions necessary for the summer and year-round programs.
- Recruits, trains, and builds relationships with attorney coaches and mentors.
- Coordinates with pre-law programs, Native American bar associations, judicial organizations, professional organizations, and educational programs on events, projects, and services for Native American pre-law and law students.
- Plans events including academic and professional trainings. Schedules speakers and panels. Coordinates travel for staff, students, and professionals.
- Develops print and electronic materials for announcements, programs, CLEs, and program promotion.
- Assists in grant compliance including collecting and assessing data, drafting reports, and coordinating with grantors.
- Promotes PLSI and the AILC to the community through public relations, social media, and advocacy.
- Represents PLSI and AILC at events, career fairs, and conferences.
- Assists with evaluating and developing programs and services according to grants and AILC goals.
- Conforms with all safety rules and uses all appropriate safety equipment.
- Processes student applications for services, reimbursements, materials, and programs.
- Performs all other related duties, as assigned. Participates on committees and special projects and seeks additional responsibilities.

Education and Experience Required

Bachelor's degree or higher from an accredited institution. More advanced degree preferred. Minimum 3 years of experience working in management, business administration, law, educational programming, or similar experience. Preferred experience in legal education, higher education, or admissions.

Skills and Abilities

Understanding of and commitment to Indian Country and PLSI's mission.

Ability to read, write, analyze, interpret, and comply with policies, procedures, and regulations.

Ability to effectively present information and respond to questions from supervisors, managers, and directors. Must have excellent verbal and written communication skills.

Must have high level of interpersonal skills to handle sensitive and confidential situations.

Position requires demonstrated poise, tact, and diplomacy. Works effectively and relates well with others including superiors, colleagues, and individuals inside and outside of the organization. Exhibits professional manner in dealing with others and works to maintain constructive working relationships.

Ability to solve problems and deal with a variety of variables in situations. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule forms.

Strong attention to detail and well-organized.

Can be depended upon to complete work in a timely, accurate, and thorough manner and is conscientious about assignments. Ability to work independently and take responsibility for advancing tasks.

Ability to travel.

Must have flexible scheduling to work hours necessary to fulfill job requirements.

Computer Skills

Microsoft Office 365 environment including formatting and production of word processing documents, spreadsheets, and reports. Ability to use tools and applications for communication, gathering and organizing data, tracking progress, promoting programs, reporting, and video conferencing.

Other

Regular attendance is required. Additional hours including weekends may be required on a regular basis to fulfill duties of position. At times, 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.

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 handle or feel objects, tools, or controls; and reach with hands and arms. The Employee frequently lifts and/or moves up to 10 pounds. Specific vision abilities required by this job include close vision, ability to adjust focus, and manual dexterity in combination with eye/hand coordination. 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.

Send responsive cover letter and resume by March 18, 2022, to:

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The AILC receives Bureau of Indian Education grants and practices Indian preference in hiring.