**GONZAGA UNIVERSITY**

**SCHOOL OF LAW**

**Assistant Director of the Center for Civil and Human Rights**

**Job Description**

**JOB PURPOSE:**

Gonzaga University School of Law is seeking to hire an Assistant Director for its Center for Civil and Human Rights. Reporting to the Director of the Center for Civil and Human Rights, the Assistant Director will work to effectuate the Law School’s ambition to create a nationally-recognized civil and human rights program that enriches the educational experience of students, furthers the common good, and contributes substantially to the policy and practice of civil and human rights.

**ESSENTIAL FUNCTIONS:**

Among other duties and responsibilities, the Assistant Director will:

* Develop key components of the Center, consistent with the Center’s vision, goals, and mission, as set by the Director and its advisory board;
* Interact daily with students and provide advice, mentorship, and supervision in areas related to the Center;
* Oversee the Certificate in Civil and Human Rights Program, including advising students and administering the program;
* In consultation with an advisory group, oversee and coordinate the Thomas More Scholarship Program;
* Coordinate and provide administrative oversight for various other programs that fulfill the educational and community engagement mission of the Center, including the Jurist-in-Residence / Public Servant-in-Residence Program, the Moderate Means Program, and the Juvenile Records Sealing Project;
* Participate in the selection and supervision of students receiving summer fellowships through the Center;
* Select students and coach the Civil Rights Moot Court Team, including its participation in the Bryant Moore Civil Rights Competition held every spring at Howard University School of Law;
* In consultation with the Director, develop partnerships with various offices and entities at Gonzaga University and in the Spokane community;
* Plan and promote activities on campus that are of interest to the Gonzaga community and that further the mission of the Center;
* In consultation with the Director and the Center’s Visiting Assistant Professor (VAP), plan, promote, and administer regular academic conferences related to the Center, including conferences at Gonzaga University School of Law and international conferences at Gonzaga University’s campus in Florence, Italy;
* Work with the Director, VAP, and other campus constituents to coordinate the Center’s speaker series, including the annual Civil and Human Rights lecture and the annual William O. Douglas lecture;
* Plan, promote, and administer regular CLEs on topics related to the Center, including an annual summer CLE on recent Civil Rights cases;
* In consultation with the Director, work with local, regional, and state-wide organizations involved in areas related to the Center’s mission and goals to create opportunities for students, raise awareness of issues, and provide service to the community;
* Represent the Center and/or the Director at local, regional, and state events related to civil and human rights;
* Publish regular newsletters, oversee the content on the website and social media, and contribute to the marketing and promotion for the Center;
* Work with Gonzaga University’s Office of Sponsored Research and Programs and University Advancement to identify potential funding sources (grants and private philanthropy) for the Center and draft at least one substantial grant application per year;
* Supervise administrative staff and work study students, as available;
* Run the day-to-day operations of the Center and perform administrative duties as assigned by the Director.

**ABILITIES AND SKILLS:**

Among other abilities and skills, the Assistant Director will:

* Workwell in teams and build collaborative relationships with diverse groups of people, including students, faculty, Law School and University leadership, and community members;
* Demonstrate, through past experience, a commitment to civil and human rights and topics related to the Center’s mission;
* Possess strong oral communication skills, proven writing abilities, a high level of emotional intelligence, and a sense of humor;
* Demonstrate initiative, creative-thinking, and flexibility in approach to problems;
* Have experience planning and coordinating events on topics related to the Center’s mission;
* Be detail-oriented;
* Exhibit professionalism at every turn, recognizing that daily interactions within and outside the School will reflect on the Center and the University.

**MINIMUM QUALIFICATIONS:**

* Juris Doctor degree from an ABA accredited law school;
* State Bar membership in good standing;
* Five years of legal experience;
* Proficient computer skills.

**DESIRED QUALIFICATIONS:**

* One year of progressively responsible experience in policy and/or program development;
* Experience writing grants.

**SUPERVISION GIVEN/RECEIVED:**

Position reports to the Director of the Center for Civil and Human Rights, who reports to the Dean of Gonzaga University School of Law and the Center’s advisory board in his role as Director. Position will supervise law students for the Center, and administrative staff and work study students, as available.

**PHYSICAL DEMANDS:**

Normal office work requires the ability to lift up to 20 pounds, reach, bend, kneel, stoop, sit and move about campus as needed. Wrist and hand movements required for keyboarding. Ability to work varied hours as needed.