Job Opportunities

University of the District of Columbia (UDC)

Position: Public Interest Program Officer

Salary Range: AD-301-04-01/10 $68,936 - $92,214 Per Annum

Location: Van Ness Campus

Date: 06-09-08

Closing Date: Open Until Filled

Areas of Consideration: Nation-wide

Responsible to: Dean, David A. Clarke School of Law
Acting Provost, Academic Affairs

Brief Description of Duties

Serves as a member of the Dean’s senior management team; develops and maintains effective, strong working relationships with faculty and administration. Manages, coordinates and develops the law school’s clinical program, internship and summer public interest fellowships, and community service programs.

Facilitates the decision-making process by participating actively in strategic planning implementation (development of new programs, and managing and sustaining continued growth); oversees day-to-day operations and develops operational systems for public interest programs.

Prepares and analyzes reports and projections regarding the impact of strategic plans and other issues for use by the faculty and administration; evaluates effectiveness of the legal service mission of the School of Law.

Develops mission-driven conferences, workshops, symposia, speaker series and other events designed to enhance the school’s mission and to enhance the school’s national and local reputation; coordinates policy advocacy.

Conducts reviews of the School’s legal service delivery (community services, summer public interest fellowships, clinic cases, internship program placements) for the faculty to ensure they are consistent with the law school’s mission; manages and supervises subordinate staff.

(see reverse side)

University of the District of Columbia is an equal opportunity employer
Qualification Required

A Juris Doctor Degree and membership in the D. C. Bar or membership pending is required. Five years in poverty law, legal services, program development and management are required. Specialized experience is experience that equipped the applicant with the particular knowledge, skills and abilities to perform successfully the duties of the position and that is typically in or related to the work of the position to be filled.

All candidates will be considered without regard to race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, gender identity or expression, familial status, family responsibilities, matriculation, political affiliation, genetic information, disability, source of income, place of residence or business.

The Residency Preference Amendment Act of 1988, D.C. Law 7-203, created a system which provides that any applicant for employment in the Career or Educational Services who is a bona fide resident of the District of Columbia may claim a residency preference at the time of application. An applicant selected for appointment based on District residency will be required to submit proof of bona fide District residency. Bona fide District residency must be maintained from the date of appointment to the position for five consecutive years.

This position is not in the collective bargaining unit.

Please submit UDC application and résumé to:

Ms. Isabelle McMillian  
University to the District of Columbia  
Office of Human Resources  
Building 38, Suite 301  
4200 Connecticut Avenue, N.W.  
Washington, D.C. 20008