Florida Coastal School of Law, located in Jacksonville, FL, is currently seeking qualified applicants for the position of **Assistant Dean of Multicultural Affairs**.

Coastal Law is a well-established and fully accredited law school that offers a dynamic, professional, and collegial work environment for employees in addition to state of the art facilities and a competitive and comprehensive compensation and benefits package.

We also maintain a strong commitment to our founding principles of student centeredness; multicultural competence as a norm; the infusion of professional skills, ethics, & comparative perspective throughout the curriculum; service to the community, and the cultivation of an environment in which change and innovation are embraced. Women, members of minority groups, and others whose background and experience will contribute to the diversity of our faculty and our goal of multicultural competence in our academic program are encouraged to apply. To be considered for this opportunity, please submit a resume, cover letter, and appropriate information to HR@fcsl.edu.

The Assistant Dean for Multicultural Affairs is responsible for leadership and direction in support of the school's Strategic Plan as it relates to ensuring that the law school continues to recognize and value the importance of diversity and inclusiveness in the institution at all levels. The Dean of Multicultural Affairs will also work collaboratively with administration, faculty, students, and staff to build a common vision and direction for diversity inclusiveness at Coastal Law. This position reports to the Dean of Student Affairs.

**Responsibilities include, but are not limited to:**

- Providing assistance, mentoring, and support to both individual students and student organizations representing diverse backgrounds.
- Envisioning, identifying, developing, and implementing systems, policies and programs to champion an inclusive law school community.
- Developing and implementing outreach programs designed to increase minority recruitment, retention, and satisfaction. This includes, among other things, serving on the Minority Attrition Task Force and working to recruit minority students according to the plan developed by the Director of Admissions and approved by the Dean of Students.
- Actively, creatively, and aggressively promoting multiculturalism and awareness of diversity among all faculty, staff, and students. This includes, among other things, coordinating enrichment activities such as speaking engagements by persons or panels discussing diversity issues; arranging for instruction for faculty about incorporating diversity issues in the classroom; and promoting a curriculum which infuses diversity and multiculturalism.
- Remaining abreast of and providing guidance to the appropriate departments or faculty committees regarding all aspects of diversity issues in higher education, including faculty recruitment and retention, access and equity, assessment of the educational impact of diversity, and measurement of the campus climate.
- Attending on-campus recruitment events such as Admitted Students’ Day and Minority Recruitment Weekend.
- Actively serving as a liaison with local and state bar associations, including the bar associations with a large minority membership.
- Serving on the committee charged with coordinating the orientation of new students.
- Developing and managing the budget for Multicultural Affairs.
- Serving as a member of the Multicultural Affairs Committee.
- Other duties as assigned by the Dean or Dean of Student Affairs.

**Education & Experience Requirements:**

- Bachelor’s or Master's degree in higher education administration, counseling, education, or a related field required. Juris Doctorate degree is preferred.
- Significant demonstrated experience in education administration relating to student services and/or diversity affairs required.
**Job Knowledge, Skills & Abilities:**

- Possess a professional, rigorous, respectful, supportive, energetic and reliable commitment to student excellence and inclusive diversity.
- Excellent management/leadership skills and a strong track record of experience handling budgetary responsibilities, policy & program development, and higher level decision making.
- Ability to set a vision for a school-wide focus on multiculturalism, facilitate acceptance from within the law school community, and follow through on plans set in motion.
- Ability to effectively model professionalism and represent diversity as a fundamental aspect of academic excellence and integral component to the successful fulfillment of the law school’s vision and mission.
- High level of creativity, motivation, resourcefulness, and initiative.
- Ability to work collaboratively and collegially with faculty, staff, students, and administrators from diverse backgrounds.
- Must relate well to students, have strong interpersonal skills, and exceptional ability to communicate professionally through both verbal and written means.
- Ability and desire to comprehend and work for the Florida Coastal School of Law’s unique philosophy, strategic plan, goals, and doctrine.

Coastal Law is an equal opportunity employer.