



# WILLIAM & MARY LAW SCHOOL

Invites Applications and Nominations for  
the Position of:

Associate Dean for  
Admissions and  
Financial Aid

Greenwood/Asher  
& ASSOCIATES, LLC

## The Opportunity

William and Mary Law School (W&M) invites nominations and applications for the position of Associate Dean for Admissions and Financial Aid (ADA). The ADA reports directly to the dean and serves as part of the dean's leadership team.

## The Role of the ADA

The primary responsibility of the Associate Dean for J.D. Admissions & Financial Aid (ADA) is to formulate and execute a comprehensive plan to attract high-caliber students to the Law School. The ADA is also responsible for strategically distributing a \$14 million financial aid budget and balancing the LSAT/GPA qualifications of the incoming class to meet the goals of the Law School. The ideal candidate is an energetic professional who takes a data-informed approach to admissions and is enthusiastic about overseeing a critical part of the Law School's operations. As an important member of the Law School administration, the ADA also provides input on matters falling formally outside of the admissions process.

The incoming ADA will need to quickly become familiar with the institutional details of W&M Law School and its student body. In addition, the ADA will need to learn and remain current on industry best practices, standards, and trends in law school admissions and financial aid.

The ADA manages a staff of five professionals (inclusive of the incumbent). They assist the ADA with the many tasks that the admissions office must perform, including:

- Counseling prospective applicants, applicants, and admittees on the opportunities available at the Law School;
- Organizing and attending recruiting events at the Law School, locally, regionally, and around the nation — the job entails significant travel;
- Forging and maintaining relationships with pre-law advisors and other undergraduate professionals to keep them apprised of the Law School's strengths and the applicant profiles that the Law School is targeting;
- Speaking in front of small and large audiences at receptions and similar events;
- Reviewing application files and screening applicants for admission;
- Making financial aid awards and overseeing the financial aid budget;
- Working with the Law School's communications department on marketing materials, both print and on-line, and more generally working to raise the Law School's profile among the population of potential applicants;
- Integrating current students and alumni into the process of generating applications and encouraging admittees to enroll at the Law School; and
- Overseeing the maintenance of databases and the preparation of reports for internal and external audiences.

## Qualifications

The ideal candidate will have the following required qualifications:

- Bachelor's degree along with significant experience working in higher education;
- Experience with higher education financial aid programs;
- Experience with university admissions process at a graduate level;
- Experience creating a strategic admissions vision;
- Experience managing a staff independently and effectively;
- Strong communication skills, both written and oral;
- Experience and proficiency with standard software such as MS Word and Excel;
- Advanced data analysis skills;
- Ability to collect, manage, analyze, and prepare data for presentation to a variety of audiences; and
- Ability to demonstrate creativity, enthusiasm, tact, and a commitment to diversity.

## Preferred qualifications

- J.D. degree. If a candidate does not hold a J.D., other higher degrees are desirable;
- Experience working with both domestic and international students in higher education;
- Familiarity with current social media tools used to communicate with prospective students;
- Knowledge of ACES2 and Banner software;
- Experience working with quantitative data;
- Experience with law school admissions process; and
- Experience with budget development.

## William and Mary Law School

W&M Law School is one of five graduate and professional programs at William & Mary, a premier public research university widely recognized for its outstanding academic reputation, beautiful campus, and vibrant community. It has a rich history dating back to 1779.

Located in Williamsburg, Virginia, one hour from Richmond and Virginia Beach and three hours from Washington, D.C., W&M Law School offers a welcoming environment for learning.



Students come to William & Mary Law School to pursue excellence and to learn from our passionate teachers and scholars, many of whom are leaders in their field. We offer courses of study for the J.D., combination degrees, and LL.M. in American Legal Studies. Our graduates go on to enjoy careers throughout the United States and around the world with a wide range of employers.

W&M Law School's many clinics provide critical legal services to the community in areas such as veterans benefits, immigration, domestic violence, and family law. Our Virginia Coastal Policy Center practicum helps students experience the breadth of environmental lawyering while gaining skills that will serve them well regardless of the practice areas they pursue upon graduation.

## Vision

William & Mary Law School educates lawyers, advocates, and leaders who are ready for the challenges of an ever-changing profession. Our commitment to an inclusive environment, where academic excellence is celebrated and important ideas are generated, remains constant. Together, we cultivate personal and professional lives of purpose, serving our communities and the world.



## Mission

William & Mary Law School provides an exceptional education for tomorrow's lawyers. As the nation's first law school, we maintain an enduring tradition of intellectual and professional excellence. We improve legal systems here and abroad through a commitment to the classroom, influential scholarship, and service to the public. Our students become highly skilled advocates, ready to serve their clients and their communities with thoughtful engagement and unwavering integrity. We recognize the challenges of our history and our responsibility to pursue the realization of justice through the rule of law. Above all, we strive to be a diverse and close-knit community, inclusive in the broadest sense and defined by a shared commitment to the rigorous and open-minded study of the law.



## Values

We embrace William & Mary's **core values** — belonging, curiosity, excellence, flourishing, integrity, respect, and service — as well as these additional values that make the Law School a place where all can feel a sense of pride and achievement:

- **Leadership.** We serve our communities by leading as passionate, tireless, and ethical advocates who understand the immense responsibilities of the profession and the law's ability to affect society.
- **Insight.** We promote intellectual and professional excellence, academic freedom, and the pursuit of ideas and understanding.

- **Inclusion.** We strive to be an inclusive and supportive law school that welcomes and respects the diverse perspectives, experiences, and contributions of each member of our community.
- **Community.** We create a culture that fosters lifelong connections, promotes giving back to the Law School, and inspires our graduates to make positive contributions to their communities throughout their professional lives.
- **Progress.** We continue to be a leader in legal education by delivering a forward-thinking curriculum and producing meaningful research, constantly seeking to move beyond the status quo to improve our communities, the law, and the world.

You are invited to review [William and Mary Law School's Strategic Plan 2021-2026](#).

## Williamsburg, Virginia

Founded in 1632, Williamsburg was the first — and for a long time, the only — municipality in Virginia, making it the political, educational, and social center of the largest and wealthiest of the 13 colonies. In 1699, Williamsburg succeeded Jamestown, the first permanent English-speaking settlement in the New World, as Virginia's Colonial Capital. Here, the ideas of representative government took shape and many of the leaders of the new American republic learned their statecraft. And, nearby in Yorktown, independence was won.



Today, the City of Williamsburg is an independent city with an estimated population of 15,500, as of 2020. Williamsburg sits along Interstate 64 corridor midway between Richmond and Norfolk/Virginia Beach — at the center of the Eastern Virginia region, which has a population of more than 2.5 million.

Greater Williamsburg, with its population of more than 94,000, has remained one of the fastest growing regions in Virginia over the past three decades.

William & Mary, founded in 1693, is a premier public research university that is widely recognized for its outstanding academic reputation, beautiful campus and vibrant community. As a "Public Ivy" — one of only eight in the nation — William & Mary offers a world-class education at an exceptional value. The university is a major economic contributor in the city, employing approximately 3,000 full- and part-time faculty and staff, enrolling 8,900 students and owning about 22.6% of the City's land area.



# Nomination and Application Process

## Salary

Salary will be competitive and commensurate with qualifications and experience.

## How to Apply

Greenwood/Asher & Associates, Inc. is assisting the William & Mary Law School in this search. Applications and nominations are now being accepted. Confidential inquiries and nominations should be directed to Greenwood/Asher and Associates. For a full application package please provide a cover letter and CV/resume. Submission of application materials as PDF attachments is strongly encouraged.

The search will be conducted with a commitment of confidentiality for candidates until finalists are selected. Initial screening of applications will begin immediately and will continue until an appointment is made.

### **Please direct inquiries, nominations, and application materials to:**

Julie Holley, Search Manager and Senior Executive Search Consultant  
E-mail: [julieholley@greenwoodsearch.com](mailto:julieholley@greenwoodsearch.com)

Itza Walters, Senior Executive Search Consultant  
E-mail: [itzawalters@greenwoodsearch.com](mailto:itzawalters@greenwoodsearch.com)

*William & Mary values diversity and invites applications from underrepresented groups who will enrich the research, teaching and service missions of the university. The university is an Equal Opportunity/Affirmative Action employer and encourages applications from women, minorities, protected veterans, and individuals with disabilities.*