



Position Title:	Director of the Romney Institute for Law and Public Policy
Purpose of Position:	Leads the activities and programs conducted by the Institute
Duration of Appointment:	3 Years, rotating
Education Requirements:	Terminal degree with professional experience in a relevant field including, but not limited to, law, political science, public administration, philosophy, and/or criminal justice
Supervision Received:	General supervision; reports to the Vice President and Dean of Academic Affairs
Supervision Exercised:	May supervise student assistants
Work Schedule:	Nine (9) month position, part-time during the Academic Year as well as expectation of occasional weeknights/weekends
Compensation:	Commensurate with education and experience

Example of Duties:

- Initiate and continue programs supporting the Institute
- Collaborate with departments and other campus Institutes as needed to support the Institute and its programs
- Promote the Institute through professional development

Minimum Requirements:

- Exceptional organizational, interpersonal, verbal, and writing skills
- Proficient in using personal computer/software (e.g. Microsoft Windows, Microsoft Office w/Word, Excel and Access, Internet) to fulfill responsibilities
- Proficient in web content updating and ability to identify and engage AC resources as needed in support of the Institute's web page/s
- Work well unsupervised, sometimes with many interruptions
- Manage and complete multiple tasks with speed, accuracy, discretion, and confidentiality

Physical Requirements: Within normal bounds of an office environment.

Adrian College is an Equal Employment Opportunity Employer. Women and minorities are encouraged to apply. If offered a position, finalist must furnish proof of United States citizenship

or proof of eligibility to work in the United States within three (3) days of commencing employment.

Interested individuals should submit a cover letter and résumé to Melissa Freshcorn (mfreshcorn@adrian.edu). Review of applications will begin immediately and will continue until the position is filled.