

Director Position Posting

The University of Mississippi School of Law is seeking applications for the position of Director of the Mississippi Judicial College.

The Mississippi Judicial College is a department of the University of Mississippi School of Law, which is funded directly by the Mississippi Legislature. A Board of Governors comprised of members of state judiciary and other court constituent groups (Supreme Court, Court of Appeals, Circuit Court, Chancery Court, County Court, Municipal Court, Justice Court, Senior Status Judges, and court personnel) helps to guide and set priorities for the College. The Judicial College is charged with providing training and technical assistance to the courts of Mississippi, court administrators, and other personnel. This mission is accomplished in a number of ways including by providing mandatory educational programs for justices, judges, court clerks, court reporters, and other court personnel. Each year, the College hosts over 20 conferences and provides training for over 1000 justices, judges, and related court personnel.

The Director is the College's chief administrative officer with overall responsibility for its administration, supervision of professional staff and effective training. The Director reports to the Dean of the University of Mississippi School of Law. The Director is responsible for directing, coordinating and administering the operations of the College.

Essential functions include:

- Management and oversight of the operations of the College and its staff
- Budgeting and working with university officials on budget needs and requests and assisting university officials in communicating these needs
- Programming, including working with the Board of Governors and College staff in setting training priorities
- Assuring the College is in compliance with state and University policies and reporting
- Assuring that the University community, the Law School faculty and staff and the Board of Governors are fully informed of the operations and mission of the College
- Effectively working within a team environment and fostering collegiality amongst co-workers
- Securing qualified instructors and ensuring that a relevant and beneficial curriculum is taught
- Providing training and possessing the ability to teach courses as needed and/or required for various constituents.
- Knowledge and familiarity with maintaining and updating websites.
- Ability to work with legislative and other governmental groups on funding and other issues affecting the Judicial College

Minimum Qualifications:

Education: J.D. degree from an ABA-approved institution.

Licensure: Licensed to practice law in the state of Mississippi.

Experience: A minimum of five (5) years of relevant experience. Experience as judge/justice preferred.

Salary: Commensurate with qualifications and experience.

Starting Date: Spring 2024

Application procedure: Applications must be submitted at: careers.olemiss.edu.

Please include the following when prompted during the application process:

1. A detailed CV (including a list of publications)
2. A list of three references and please include a telephone number and email address. References will not be contacted unless applicant has been notified.
3. A cover letter

Position Details

Appointment (12 month)

Background Check Statement

The University of Mississippi is committed to providing a safe campus community. UM conducts background investigations for applicants being considered for employment. Background investigations include a criminal history record check, and when appropriate, a financial (credit) report or driving history check.

EEO Statement

The University of Mississippi provides equal opportunity in any employment practice, education program, or education activity to all qualified persons. The University complies with all applicable laws regarding equal opportunity and affirmative action and does not unlawfully discriminate against any employee or applicant for employment based upon race, color, gender, sex, pregnancy, sexual orientation, gender identity or expression, religion, citizenship, national origin, age, disability, veteran status, or genetic information.