

Rutgers University Graduate School of Education Ed.M. in College Student Affairs Field Experience Placement Site Application

This application must be submitted electronically. Completed applications should be emailed to Dr. Paul A. Herman (paherman@rci.rutgers.edu) with a copy sent to your supervisor.

___jla___ By inserting my initials here and copying my supervisor on the email that I send to submit this application, I certify that my supervisor has approved this application.

Name of Field Experience Site: _RU Law School Admissions
Office_____

Name of Site Supervisor: _____Jay L. Austin_____

Job Title: _____Senior Associate Dean of Enrollment Management and Financial
Aid_____

Phone: _____973.353.3057_____ **Email:**
_____ja1150@law.rutgers.edu_____

Address: _____123 Washington Street Newark NJ
07102_____

Please list degree, field of study and conferring institution for each degree you hold:

1. BA Columbia University, Biology
2. Certification, International Marketing, University of Liverpool

Do you currently supervise full time professional staff? Yes ☒ No ☐

If not, have you supervised full time professional staff in the past? Yes ☐ No ☐

If your answer is Yes, please specify when and where:

Columbia U. Law School, Admissions 1978-1986

Columbia U. Business School, Admissions 1986-1989

University of California, Hastings School of Law Admissions 1989-1994

University of Pennsylvania School of Law, Admissions and Financial Aid, 1994-2002

Penn State Dickinson School of Law, Admissions and Financial Aid, 2002-2009

Azerbaijan Diplomatic Academy, Baku Azerbaijan, Admissions and Scholarship, 2008-2011

University of California Irvine School of Law, Admissions and Student Financial Services, 2011-2019

Number of students sought: __1__

1. Please indicate the time frames when you might expect a student to be present at your site. Would you want the student to begin before the semester begins or to extend beyond the end of the semester? Would you expect evening hours? Do you have a preference for days of the week when the student would be present?

Tuesday- Thursday would be the preferable days, though I could be flexible. However, due the organizational structure of the law schools (campuses in Newark and Camden), my time is split between the two on a weekly basis. As this placement is for the law school campus in Newark, ideally, at least for the early weeks of the placement, if the student would be available when I am on the Newark campus. Ultimately, there is an assistant dean of admissions in Newark (in fact at both locations) that might assist me in my role engaging with our grad student extern.

Timeline—during the semester is fine and no evenings.

2. Please list a statement of the Goals for your Site.

Although, the selected/assigned student may be specifically interested in experiencing the administrative side of a large and robust professional graduate program, the operation of RU Law is unlike any other law school in the country. What had been two distinct independently operating entities entered a merger agreement in 2015 to operate as unified law school with two legacy campuses. From a management standpoint, the continued creative and strategic thinking to best accommodate an institutional structure while recognizing marketing, branding, equity, distribution of human capital and resources both internally and externally.

Thus, Goals

- To understand and recognize the tension that often exists within an academic unit where the admissions operations is both an office that provides access and also a revenue generator for the institution.
- Provide a well-rounded exposure to administrative functions in a highly selective admissions office,
- To understand the necessary institutional commitment to foster best practices with regard to diversity, inclusion and developing a sense of belonging within an academic setting.

3. Please present a list of selected readings that you might assign to a student as part of their learning contract.

Articles

[What College Admissions Offices Really Want](https://www.nytimes.com/interactive/2019/09/10/magazine/college-admissions-paul-tough.html?searchResultPosition=1)

<https://www.nytimes.com/interactive/2019/09/10/magazine/college-admissions-paul-tough.html?searchResultPosition=1>

[The Impact of Whiteness on Higher Education Hiring](#) by Fred Engram Jr.

[Easier Said Than Done: Practicing Self-Care and Health and Wellness in Higher Education and Student Affairs](#) by Stacey A. Miller

[Leadership Barriers for Women in Higher Education](#) by Susan Bartel

Books

[What If? Short Stories to Spark Diversity Dialogue](#) by Steve L. Robbins

[Diversity, Equity, and Inclusion: Strategies for Facilitating Conversations on Race](#) by Caprice Hollins and Ilsa Govan

[Why Are All the Black Kids Sitting Together In the Cafeteria? And Other Conversations About Race](#) by Beverly Daniel Tatum (20th anniversary edition!)

- 4. The student will be expected to complete a project during their placement at your site. Projects should 1) enhance the student's knowledge or skills of the practice of student affairs in the Site; 2) the project should be consistent with and demonstrate completion of Field Experience goals, and 3) the project should be useful to the Site Supervisor and his/her agency. The project will be used by the student as an artifact in their Culminating Project that is a requirement of the program. Professional staff in the agency, other than the site supervisor, may supervise the student in the project. Please list two or three possible projects so that the student can have some idea of what they might be working on while completing their Field Experience in your agency. It is understood that actual projects may differ from those noted here. In listing the projects, please specify who would be supervising the project.**

- Law schools have operated successful pipeline programs that facilitate opportunity for students, as early as middle school through mid-college and post-BA degrees to consider paths to becoming lawyers. This is especially true as legal education has sort to broaden the demographics of incoming students. RU Law, especially the Newark campus, has extraordinary capacity to design and implement a program that provides opportunity to various cohorts of students.

Project---Under the direction of the senior associate dean, analyze and make recommendations for design features, delivery and budget needs to implement a flagship pipeline program in Newark that could also be replicated in Camden.

- Considering the unique operation and staff structure of the existing admissions office, and adjacent offices (financial aid, student services, and registrar) conduct market analysis of peer institutions and submit a final white paper offering recommendations for restructuring of the admissions office and personnel staff. This includes the role of technology as an enhancement tool.

Project---Under the supervision of the senior associate dean, consider the optimal organizational chart, and subsequent professional development opportunities for staff to better serve the institutional mission and values.