

JESSICA RICHMAN DWORKIN, JD, LLM

PROFESSIONAL EXPERIENCE (HIGHER EDUCATION ADMINISTRATION-RELATED)

Florida State University College of Law, Tallahassee, FL

Assistant Dean for Admissions and Faculty Member

June 2022 – Present

- Plans, organizes, manages and staffs the College of Law Office of Admissions
- Collaborates with law school leadership to develop and implement the strategic recruitment and communication plan for prospective and matriculating students for JD, LLM, and non-degree programs, to ensure a highly credentialed and diverse student body.
- Develops curriculum for mandatory Orientation program for entering JD and LLM students
- Teaches Spanish for Lawyers course during the academic year.
- Reviews all applicant files for admission eligibility and implements decisions for JD, transfer, visitor and LLM students.
- Provides regular recruiting report to Deans, Directors and other constituents including dissemination of information to the public, prospective students, applicants and matriculating students concerning criteria for admission to the Florida State University College of Law.
- Manages strategic communication timeline for contacting program prospects, applicants, and admitted students.
- Utilizes data driven strategies to support recruiting activities and admissions decisions. Works with enrollment consultants annually to identify scholarship strategy goals for each entering class.
- Assists Dean in setting JD & LLM enrollment targets annually and ensures targets are met.
- Manages scholarship budget/strategy, and awards scholarships to admitted 1L and LLM students.
- Counsels applicants, students, parent, legislators, judges, university administrators, alumni, and others on matters relating to the College of Law JD and LLM programs, policies, and admissions.
- Plans and facilitates Admissions Committee meetings. Serves as Ex-Officio member, and communicates regularly with committee members. Processes all readmission applications for the Readmissions Subcommittee.
- Analyzes and interprets policies, studies, legislation, rulings, and other related materials essential to development and compliance of sound admissions practices. Designs policies and procedures for effective operation of the admissions process and enrollment of entering students, and oversees annual reviews/updates of procedures, bylaws, applications, and documentation.

Universidad de Los Andes, Bogota, Colombia

Adjunct Professor

June 2024 – Present

- Teach English Language Commercial Law for post-graduate Commercial Law specialization students beginning in summer term of 2024.

Stetson University College of Law, Gulfport, FL

Director of International and Graduate Programs

December 2019 – June 2022

Adjunct Professor

January 2020 – June 2022

Teaching and Course Development

- Taught Introduction to U.S. Legal Systems; US. Practicum
- Developed Legal and American History Program (July, 2021)

Marketing and Recruitment

- Developed strategy, content, and collateral for online, print, and in-person advertising, marketing and recruiting
- Led an 11-institution consortium to create remote recruiting events and fairs throughout the world

Admissions and Yield

- Created admissions strategy with targets for applications, yield, diversity of class, scholarships, net revenue, and other factors for all graduate programs

- Conducted holistic review of application files, conduct admissions interviews with applicants, determine admissions and scholarship decisions with overall strategy in mind
- Managed communications plan (using a CRM) to create regularized outreach to applicants to continue to share information, build and maintain connections, with an eye towards yield
- Maintained and tracked data related to admissions/yield (with comparisons to prior years and current targets) including regular reporting of this data

Academic Support and Student Life

- Provided academic advising to all students earning the Concentration in International Law focusing on academic program requirements, bar examination requirements for various jurisdictions, and individual student preferences
- Created student life programming focused on diversity and internationalization and acculturation
- Served as faculty advisor to JD students in the Concentration in International Law (responsible for selection of students, mentoring throughout their academic career, monitoring progress of graduation requirements, and certifying that requirements are met)
- Managed multiple exchange programs – both in-bound and out-bound

Study Abroad Programs

- Managed six different exchange programs including all aspects of solicitation of course proposals, and determination of course offerings, marketing and recruiting students, administration and contracting responsibilities for all locations (classroom and living spaces)
- Management of all faculty contracts and reimbursements, management of relationships with third-party vendors, coordinate with other consortium members for summer programs
- Compliance with all accreditor requirements and reporting (ABA and SACS)

Staff, Budget, and Administrative Management

- Supervised & managed Graduate Programs team, including all aspects of operations and strategic development of marketing, recruiting, admission, academic advising, student engagement, career counseling, alumni relations
- Planned and managed annual budgets for multiple programs

International Strategies and Partnerships

- Built and maintained international relationships and strategy for all programs within law school
- Managed in-bound and out-bound exchange programs, and underlying memoranda of understanding with variety of international partners

Committee Work and University Recognition

- Served on Stetson Law Faculty Committee: Academic Standards Committee (2020 – June 2022); International Committee (2019 – June 2022); Served on University-wide Benefits Advisory Committee (2020 – June 2022)

Emory University School of Law, Atlanta, GA

Assistant Dean of Graduate Programs

August 2013 – December 2019

- Created and implemented recruitment strategy for LLM, JM, and SJD programs
- Led admissions and yield strategies for LLM, JM, and SJD programs; Matriculants in key program increased 300% during my period of leadership
- Provided academic support and student life leadership to all graduate and international students across five different programs
- Create communications plan (using a CRM) personalized to students based on their programs, proximity to graduation to send regular communications to share information, solicit feedback, track engagement, and announce events to students across multiple degree programs
- Managed multiple exchange programs – both in-bound and out-bound
- Managed team of staff, and multiple budgets
- Managed, built, and maintained international strategies, and strategic partnerships
- Developed, managed, and taught Legal Foundations Program for incoming international students

- Member: Implementation/Advisory Committee for the Emory Undergraduate Experience Initiative (EUEI) (university-wide, 2017- 2019); Strategic Initiatives Committee (law school, 2014-2015); Member, Global Services Advisory Board (university-wide, 2014-2015; 2015-2016)
- Emory University International Outreach Award, 2017 (recognizes significant contributions to internationalization, and contributions of expertise to international professional networks in their respective fields of research, teaching, and higher education)

The Ohio State University Moritz College of Law, Columbus, OH

Assistant Dean for International and Graduate Programs

February 2009 – July 2013

- Managed entire admissions process, including recruiting and making admissions decisions for LLM and MSL applicants
- Planned, and executed all marketing and outreach for LLM, MSL and study abroad programs
- Counseled students regarding curricular and non-curricular matters, including career and academic advising, and cultural adaptation and integration
- Facilitated regular meetings of the Advisory Council for the LLM program
- Administered the application and selection process for international visiting scholars
- Coordinated & implemented all programmatic aspects of LLM and MSL programs
- Taught Legal Research and Writing to all LLM and MSL students
- Member: International Affairs Committee (university-wide); Brazil Gateway Faculty Committee (university-wide)

The George Washington University Law School, Washington, D.C.

Senior Law Career Counselor

May 2005 – January 2009

- Counseled over 350 J.D. and 400 LLM students and alumni in determining career goals
- Helped JD and LLM students and alumni identify potential employers and opportunities
- Participated as part of a team tasked with managing and administering day-to-day operation of Fall Recruiting Program, which involved nearly 500 employers and thousands of interviews
- Designed first-ever Fall Recruiting Program Orientation, including mock interviews, interviewing skills workshop, etiquette and professionalism program, long distance job search program
- Reviewed and revised student and alumni resumes and cover letters
- Conducted mock interviews for students and alumni, including providing constructive criticism
- Promoted GW Law School to prospective and admitted JD and LLM students
- Advanced employer outreach to benefit GW Law School LLM students and alumni

The George Washington University, Washington, DC

Adjunct Professor

August 2009 – January 2009

- Developed and taught courses including: International Trade and Finance; International Litigation

Trinity University, Washington D.C.

Adjunct Professor

March 2006 – January 2009

- Design syllabus, teach, and evaluate MBA and undergraduate candidates for various courses including: Communications for Managers; Legal Aspects of Management; Theories of Leadership and Organizational Change; and Group Dynamics and Team Building

OTHER PROFESSIONAL EXPERIENCE (NON-HIGHER EDUCATION ADMINISTRATION)

U.S. Department of Justice, Baltimore, MD/Columbus, OH

Contract Language Monitor (Translator/Interpreter)

November 2007 – July 2013

- Provide written and/or oral translation/interpretation between Spanish and English

Ludwig & Robinson PLLC, Washington, D.C.

Associate

February 2004 – May 2005

- Researched and drafted discovery, pre- and post-trial motions, memoranda, briefs, pleadings and settlement agreement in federal trials
- Second-chaired multi-million dollar international case at district court; planned depositions, arguments, and trial strategy; prepped witnesses (expert and fact) and exhibits for trial

Baker & Hostetler LLP, Columbus, Ohio

Associate

September 2002 – September 2003

Summer 2001

Summer Associate

- Researched and drafted motions, memoranda, briefs, pleadings, interrogatories, responses, complaints, tariff schedules and client memoranda
- Client contact through assistance with document production, depositions, pretrial hearings, settlement negotiations, client/witness interviews, and client meetings

North Carolina Supreme Court, Raleigh, North Carolina

Intern for The Hon. Justice Robert F. Orr

Summer 2000

- Reviewed records & briefs on appeal, petitions for review; researched & drafted capital opinions

EDUCATION

Duke University School of Law, Durham, North Carolina

JD and LLM in International and Comparative Law

- *Duke Journal of Comparative and International Law*, Staff Editor
- Moot Court Board; Oralist National Moot Court Team, 2001; Jessup International Moot Court Team: 2000 - 2001 Team; 2000 U.S. National Champion Jessup Moot Court Competition; 6th Place Team World Finish Jessup Moot Court Competition; 2nd Place Individual Oralist
- University of Geneva (Duke-Geneva Summer Institute in Transnational Law), Summer, 2000

The Ohio State University, Columbus, Ohio

Bachelor of Arts, *with Honors in Liberal Arts*

Double Major in International Studies and Spanish, Minor in Portuguese

- International Lincoln-Douglas Debate Champion; State of Ohio Lincoln-Douglas Debate Champion
- Mortar Board National Senior Honor Society, Member and Alumni Liaison
- Katherine L. Hall Humanities Scholarship

Rotary Exchange Student to Guayaquil, Ecuador

LANGUAGES

- **Spanish:** written and spoken native fluency; **Portuguese:** written and spoken proficiency

PROFESSIONAL MEMBERSHIPS / COMMUNITY INVOLVEMENT

- Admitted to practice in Southern District of Ohio, Northern District of Ohio, Court of Federal Claims, Washington, D.C., and Ohio (inactive status)
- Association of International Educators (NAFSA) member, 2009 – present
- American Bar Association (ABA) member, 2009 – present
- LSAC Law School Representative 2013 – present; Member – International Recruitment Workgroup 2023 – 2024; Chair – Graduate Law Programs Workgroup 2021 – 2023; LSAC Newcomers’ Conference Planning Committee 2020
- Association for Legal Career Professionals (NALP) member, 2005 – 2010; LL.M. Section Chairperson, 2006 – 2007; 2007 – 2008; LL.M. Section Vice-Chairperson, 2010 – present; Member, Leadership Taskforce, 2009 – 2010; Member, Newer Professionals’ Forum Planning Committee, 2008 – 2009
- WALRAA member, 2005 – 2009
- T/S Clearance (no longer active)
- American Lawyers Mobilization Assistance (ALMA) for Justice: Founder and Executive Director (2018 – 2020)
- Proyecto Salud: Member, Board of Directors (2007 – 2009)
- Duke Law Club of Washington, D.C.: Member, Board of Directors (2007 – 2009); Vice-President of Educational Programming (2007 – 2009)

SELECTED SPEAKING ENGAGEMENTS AND ARTICLES

- Faculty and Sub-Committee Member: LSAC Newcomers’ Workshop 2020 Planning Work Group (March 2020 – October 2020)
- Lecturer: Mini-Course – US History through a Legal Lens, Centro Universitário Cesmac, in Maceió, Brazil (September 2017)
- Speaker: LSAC Annual Conference: Integrated or Independent: Admissions and Student Affairs for LLMs – and By the Way, Where do the “Other Law” Programs Reside? (June, 2019); Recruiting International Law Students: Spotlight on Nigeria (June, 2017); Recruiting International Law Students: Spotlight on Turkey & the Middle East (June, 2016); Using Data in LLM Admissions (May, 2015); LLM Recruitment Strategies (May, 2014)
- Speaker: EducationUSA Forum: “LLM Programs & Building Bridges with Your Competition and EducationUSA” (August 2017); EducationUSA Triennial Conference East Asia and Pacific: “Beyond the JD, Innovations in US Law Schools” (Seoul, South Korea: September 2016); EducationUSA Triennial Conference Eurasia: “Legal Education in the United States” (Prague, Czech Republic: March 2010); EducationUSA Triennial Conference Africa: “Legal Education in the United States” (Pretoria, South Africa: September 2010); EducationUSA: “Legal Education in the United States” (Beijing, China: March, 2012; Riyadh, Saudi Arabia: January 2010)
- Facilitator: NAFSA Colloquium on Internationalizing Legal Education LLM Discussion (May 2013, and May 2012)
- Speaker: LLM Administrators’ Conference: The Role of LLM Administrators: Jacks and Jills of All Trades? (May 2012)
- Author: NALP Bulletin: “Reflections on Leadership through Leaving Your Cultural Comfort Zone” (April 2010)

- Speaker: NALP Newer Professionals' Forum: "Critical Career Services Tools: Practical Strategies for Working with Difficult Students and for Effectively Collecting Data for Rankings and Reports" (February, 2009); "Serving the Needs of LLM Students" (February 2008; February 2009)