



Position Available
Michigan Judicial Institute Director
Michigan Judicial Institute, Michigan Supreme Court
Salary: \$107,552.88 - \$144,176.40

The Michigan Supreme Court has an opening for the Michigan Judicial Institute Director. Reporting to the Deputy State Court Administrator, this position provides professional development to the judicial branch personnel, leads the Michigan Judicial Institute's (MJI) program and publication teams in producing educational seminars, instructional materials, and legal reference resources. Oversees the MJI mandatory judicial education (MCJE) and the Hall of Justice Learning Center (Learning Center) activities and design and implement substantive, procedural law and court management educational programs for state trial court judges and chief judges. Establishes and directs the long-term goals for the SCAO Learning Management System and MJI's digital services and online content.

ESSENTIAL DUTIES AND RESPONSIBILITIES: The essential duties and responsibilities of this position include, but are not limited to:

- Develop division tactical plans based on the Michigan Supreme Court (MSC) strategic plans. Ensures that direct report leaders translate tactical plans into staff objectives to accomplish the overall strategies.
- Lead MJI staff including assessing human resource needs, recruiting highly qualified staff, determining staff development needs and providing development resources, performance communication planning, recognition, compensation, and discipline.
- Develop concise performance communication plans (PCP) for direct reports. Meet with staff regarding plans at an appropriate frequency and documents those meetings. Ensure that direct report leaders have PCPs in place, meet with staff on PCPs on a regular basis and document those meetings where appropriate.
- In consultation with next level executive leader, develop and manage department budgets.
- Conduct ongoing planning to ensure division expenditures are within allocated budget, monitor expense trends and prepare projections for future financial requirements, and identify potential grant funds for projects.
- Direct, coordinate, and evaluate MJI judicial education, publication, MCJE, and Learning Center activities and services.
- Develop and oversee the goals, policies, and procedures for MJI's online products and content. Determine long-term goals, system needs and software solutions to accomplish division objectives. Lead and direct the work of MJI personnel developing, maintaining, and enhancing the MJI webpages and e-resources.
- Establish goals for MJI and the Learning Center consistent with priorities determined by the chief justice and state court administrator; evaluate, plan, and improve education and publication procedures to achieve goals.
- Lead curriculum development and implementation; direct activities of faculty for judicial programs; plan, conduct educational needs assessments and ensure curriculum designs serve specific target populations; research and respond to concerns and inquiries; and identify judicial training/program topics.
- Develop, manage and implement MSC, MJI and judicial association judicial training conferences and seminars; both in-person and remote. Attend and monitor seminars to evaluate quality and ensure efficiency of program.
- Analyze new laws, court rules, and administrative orders for impact on the courts and resulting educational training needs and for impact on content of Learning Center exhibits. Monitor and evaluate MJI services as they apply to changing legislation, court rules, and administrative orders.
- Collaborate with MSC Human Resources Office and other State Court Administrative Office (SCAO) divisions to ensure that MJI activities include educational content on current administrative initiatives and policies.
- Meet with MSC MCJE Program Board, MJI's and Learning Center's supervising justices and Learning Center advisory committee to explain MJI/Learning Center activities and receive advice and feedback regarding priorities, projects, and services.

- Represent MJI at meetings with judicial associations and other agencies, persons, or organizations conducting business with MJI.
- Conduct legal research and respond to inquiries from judges, court personnel, other state offices, attorneys, and members of the public relating to MJI legal reference publications.

EDUCATION AND EXPERIENCE: Juris Doctor (JD) from an accredited law school and active membership in the State Bar of Michigan. Ten or more years of management experience and experience administering legal educational programs or projects, court administration or the management of substantive programs and project budgets.

KNOWLEDGE:

- Advanced computer skills
- Knowledge of digital publishing and online media trends and existing research and information resources.
- Substantive and procedural Michigan law, Michigan's legislative process, and various types of Michigan trial courts.
- Familiarity with resources of online product metrics.

ABILITY:

- Multitask
- Prioritize multiple projects with competing deadlines.
- Establish and maintain good working relationships and communicate effectively with internal and external constituents.
- Judgment, decisiveness, creativity in evaluating information and determining specific action.
- Synthesize information into an organized, concise end-product and analyze complex legal issues.
- Access and compile online metric sources for data on user trends and interaction with MJI web-based products and services.
- Provide clear support and constructive feedback to managers handling personnel matters.
- Exceptional legal writing, legal research, editing, and analytical skills.
- Excellent interpersonal and communication skills.

WORK LOCATION: Hall of Justice, Lansing, MI. Flexible work options, including remote work from a Michigan residence, may be available for this position. There is limited travel to other worksites throughout the state.

TO APPLY: Please send your cover letter and resume to jobapps@courts.mi.gov. If you need assistance please contact Judicial Human Resources (517) 373-1147.

APPLICATION DEADLINE:

February 25, 2022

5:00 p.m.

AN EQUAL OPPORTUNITY EMPLOYER