JOB DESCRIPTION

JOB TITLE: Associate Director of Career Services
DEPARTMENT: Career Services
REPORTS TO: Assistant Dean for Career Services
POSITION STATUS: Full-time, exempt

GENERAL SUMMARY:
Responsible for assisting students and graduates in planning their careers, developing and achieving career goals including obtaining law related internships and employment, and interacting with attorneys, judges and other members of the legal profession, as an integral part of an office distinguished by its warm, service-oriented environment.

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Provides individual counseling to students and graduates regarding career planning and job searches, including self-assessment, resume and cover letter review, interview preparation, professional skills development, career research and career options.
- Creates and presents variety of career programs and workshops.
- Assists in the administration of on-campus and off-campus recruiting and interviewing programs throughout the year.
- Plans events to facilitate networking opportunities with employers and networking skills building for students.
- Highly involved in the collection, managing and reporting of employment and related information, statistics and data on an ongoing basis, and for various annual reports.
- Serves as liaison to student organizations and faculty members; and supports them in their career-related programs and events.
- Interacts with legal employers, associations and other members of the legal community locally, regionally and nationally to enhance opportunities for students and graduates of the law school, and to enhance the reputation of the law school and its students and graduates.
- Assists with the creation and editing of Career Services handouts, marketing materials, and other resources.

KNOWLEDGE, SKILLS & ABILITIES:

- J.D degree from an ABA accredited law school is required
- Experience in legal practice and/or career counseling and/or legal recruiting
- Knowledge of the legal employment market
- Superior interpersonal, communication, counseling and presentation skills
- Strong writing, editing, and proofreading skills, and knowledge of legal resume and cover letter format
- Strong time management and organizational skills
- Federal or state judicial clerkship experience a plus
- Ability to work effectively with frequent interruptions and changing priorities
• Highest ethical and professional standards and proven ability to exercise exemplary judgment when dealing with sensitive information and difficult situations
• Enthusiasm for working with law students, lawyers, and the legal community
• Skill in use of word processing programs, spreadsheets, database applications, the Internet, and legal job posting/resume collection programs including Symplicity
• Willingness to work some evenings and weekends
• Occasional travel

PHYSICAL REQUIREMENTS:

• Able to sit or stand, type, read or write for extended periods of time
• Able to handle high level of stress in a useful, constructive manner
• Able to lift/carry materials and publications up to 15 pounds
• Able to perform the essential functions of the job with or without accommodation

WORK SCHEDULE:

• 40 hours per week, Monday through Friday, weekends and evenings as needed