JOB DESCRIPTION

JOB TITLE: Recruiting Coordinator
DEPARTMENT: Career Services
REPORTS TO: Assistant Dean for Career Services
POSITION STATUS: Full-time, non-exempt

GENERAL SUMMARY:
Assist the Career Services Department in all tasks designed to help law students and graduates gain experience and develop satisfying legal careers. Serve as an integral part of the Career Services’ professional team in their pursuit of these goals.

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Interacts with students and graduates in person, on the phone and via email, including answering a wide range of questions, scheduling appointments, and providing assistance with Symplicity.
- Regularly communicates with employers on the phone, via email, and in person, and obtains information about open positions, hiring criteria and other details, to facilitate the hiring of students and graduates.
- Creates, maintains and updates the posting of job opportunities, and collects and manages student application materials as necessary.
- Facilitates on-campus and off-campus interviewing processes, job fairs, career days, etc., including Symplicity administration, creating employer interview schedules, resume books, etc.
- Prepares weekly Career Services newsletter.
- Designs flyers and other promotional materials to advertise Career Services programs, activities, career-related opportunities, deadlines, etc.
- Assists in planning wide variety of large and small on-campus and off-campus events.
- Performs data entry and assists in tracking employment information of students and graduates.
- Responds to reciprocity requests from other law schools.
- Supervises student workers.
- Performs various administrative tasks including answering the phone, editing documents, typing and data entry, filing, conducting Internet research, photocopying, faxing, preparing occasional large mailings, etc.
- Oversees department expenditures, including processing bills, invoices, and expense reports.
• Approaches all circumstances with an eye toward enhancing opportunities for students and graduates of the law school, and enhancing the reputation of the law school and its students and graduates.
• Other duties as assigned to enhance the goals of the office.

KNOWLEDGE, SKILLS & ABILITIES:

• Bachelor degree.
• Relevant experience in a law school career services office or law firm recruiting position strongly preferred.
• Superior interpersonal communication skills.
• Strong writing, editing, and proofreading skills.
• Detail-oriented, highly organized and good at managing time and meeting deadlines.
• Ability to work effectively with frequent interruptions and changing priorities.
• Positive attitude, with a team-oriented approach.
• Self-starter, who is able to anticipate future needs/next steps.
• 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 and lawyers.
• High level of skill and demonstrated experience in use of word processing programs, spreadsheets, database applications, the Internet, and knowledge or ability to quickly learn to use legal job posting/resume collection programs including Symplicity; experience with Quark, Photoshop, and/or Publisher a plus.
• Willingness to work occasional evenings and weekends.

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 25 pounds
• Able to reach, bend and stoop in order to file and shelve materials.
• 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.

SALARY:

• Commensurate with experience.