

Position Summary

Work closely with Assistant Dean to develop and implement strategies for career counseling, outreach, and programming services to law students and alumni, including both traditional and alternative careers and professional development. Meet with and counsel individual law students. Participate in employer outreach and career services administration responsibilities, including data collection and job postings. Perform other duties as assigned.

15%

Work closely with Assistant Dean to develop and implement strategies for career counseling, outreach and programming services to law students and alumni, including both traditional and alternative career and professional development.

- Develop and implement programming for students and alumni on a variety of topics related to career and professional development.
- Develop and provide program support for several large-scale programs, including assessing individual attorney qualifications for fit with the programs.
- Research and evaluate the trends and systemic factors affecting prospective employment and recommend new and effective strategies for students and law graduates to engage with prospective employers and members of legal communities.
- Develop employer contacts to cultivate expanded legal employment opportunities and contacts by becoming a visible member of the legal community through membership and participation in bar associations, Inns of Court, Southern California legal recruiter associations, and consortia; meet with prospective employers or contact via phone or email and in person.
- Pursue joint programs with student leaders, alumni, faculty, bar associations, and the local and regional legal community; and work with all Southern California ABA law school career services offices to develop cooperative programs, job fairs, and conferences.
- Serve as a liaison between the CSO and student organizations.

50%

Meet with and counsel individual law students regarding career planning and job searches, including counseling students interested in alternative/non-traditional opportunities. Must be able to evaluate and make appropriate recommendations for individual students' needs as necessary.

- Review and provide feedback on student resumes and cover letters, conduct mock interviews, and otherwise assist students on an individual basis with interview preparation, professional skills development, career research, and career options.
- Provide self-assessment counseling services for students.
- Work with students to spotlight their individual strengths that will enable their materials to stand out and in the competitive legal profession.

35%

Participate in employer outreach and career services administration responsibilities, including data collection and job postings.

- Collaborate with the Assistant Dean of Career Services and other administrators to maintain an interactive database and to develop and maintain other career services databases and online presence for students and graduates.
- Partner with CSO staff on office-wide projects and initiatives aimed at improving our job placement success regionally and nationally, comprehensive employment data tracking and collection, employer outreach efforts, and enhancing our approach to communicating with and effectively engaging our students and graduates.
- Assist with preparing various reports and responses to various surveys and questionnaires as requested (such as US News, Princeton Review, etc.).

Perform other duties as assigned

Qualifications for the Position: Experience, Skills, Knowledge, and Abilities.

Indicate the importance of each by designating it as required (R), desired (D), or will train (WT). In addition, for each item, indicate the corresponding essential function number from above.

<u>Duties No.</u>	<u>Importance (R, D, WT)</u>	<u>Skills, Knowledge and Abilities</u>
All	R	Juris Doctor degree and bar license from any state. A minimum of three to five years of experience in a law school career service office, judicial clerkship, law firm or other legal work setting required. Must demonstrate transferrable knowledge and skills in career services if recent employments are not directly related to the duties of the position.
All	R	
All	R	Demonstrated project management experience with proven ability to address diverse problems, define relevant issues, draw sound conclusions and make responsible programming decisions.