



Associate Director, Law School Career Services Job Description

Summary:

New England Law | Boston has been a mainstay within Boston for over 100 years. Located in the heart of historic downtown, New England Law offers the opportunity to become an integral part of a special community of students, scholars, and dedicated people from diverse backgrounds.

We are currently seeking a professional, customer service-focused individual to serve as Associate Director in the law school's career services office. The Associate Director will report to the Director of Career Services and will be responsible for assisting with the management of the Career Services Office, and will also serve as the legal recruitment and Portia Pipeline coordinator. This position is responsible for planning, organizing, and executing all career services recruitment related activities.

Responsibilities include:

- Collaborate with Director of Career Services to ensure successful and productive operation of the Career Services Office
- Assist with the management of the Career Services staff members, including:
 - Respond to daily staff questions and concerns
 - Manage staff work-flow to ensure productivity
 - Develop and oversee onboarding of new staff
 - Perform other related duties and tasks as assigned
- Counsel alumni and law students about career goals and post-graduate job search strategies for legal and alternative careers, including review and editing of resumes and cover letters
- Assist with managing the law school's Summer Fellowship Program, including assisting the Director with conducting outreach and follow-up with the employers, communicating the application process to students, providing administrative support and guidance through the program, and tracking student hours
- Assist with developing and teaching the professional development course for first-year law students
- Oversee all career services recruitment related activities, including on-campus interviews, resume collections, and participation in local and national job fairs; manage relationships with new and existing private sector employers; coordinate recruitment related events, workshops, panels and programs; and maintain and develop recruitment databases
- Manage the law school's Portia Pipeline to Practice Program, which includes managing relationships with new and existing partner employers and collaborating with the Office of the Dean, faculty, and other student-facing departments to develop programs and resources that connect students of color, first-generation students, and low-income students with networks and opportunities that promote career readiness and success
- Assist with employment data collection process for internal and external reporting
- Represent the career services office at events for alumni relations and admissions, give presentations as needed at open house events, and facilitate alumni career panels

- Participate in bar association and law school consortium events on behalf of the school
- Participate on various committees within the law school, consortia, bar associations (as assigned) to enhance Career Services efforts and the department's network
- Perform other related duties and tasks as assigned

Qualifications/ Job Requirements:

- J.D. with 3-5 years of legal practice experience
- Excellent counseling skills; candidates with previous law career counseling experience preferred
- Effective interpersonal skills in working with students, faculty, alumni, and professional colleagues
- Strong grammar, writing, and editing skills sufficient to effectively proof application materials and draft correspondence and resource materials
- Organizational skills to handle multiple projects and ability to manage priorities in a fast-paced office
- Ability to work well with a diverse law student/alumni population
- Ability and interest in networking actively with alumni and potential employers, including at evening events, on behalf of the school and the student body
- Familiarity with the law firm landscape nationally and the OCI process strongly preferred
- Extensive PC computer skills required, including experience with the Microsoft Office suite of programs including Word, Excel, and PowerPoint
- Experience working with online databases
- Preference for candidates with experience working with 12Twenty or similar job and student information system databases

To apply: Send resume & cover letter to Human Resources at resume@nesl.edu

It is the policy of New England Law | Boston to provide equality of opportunity for all persons, including faculty and employees, with respect to hiring, continuation, promotion and tenure, and any other terms or conditions of employment, without discrimination on the basis of race, color, religion, national or ethnic origin, sex, sexual orientation, gender (including identity and expression), genetic information, military service, age, or disability. The law school complies with all applicable federal, state and local nondiscrimination laws, including Title IX.