

Assistant Director and Legal Recruitment Coordinator
Law School Career Services
Job Description
(Full-time, on-site position)

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 for an Assistant Director position in the law school's career services office who will provide comprehensive counseling, programs, and resources to New England Law students, and will also serve as the legal recruitment coordinator. This position is responsible for planning, organizing, and executing career services recruitment related activities related to the private sector.

Responsibilities:

- Counsel law students and alumni jobseekers about career goals and job search strategies for legal and alternative careers, including review and editing of resumes and cover letters.
 - Manage relationships with new and existing private sector employers.
 - Develop, plan, organize, and execute all career services recruitment related activities, including on-campus interviews, resume collections, and participation in local and national job fairs.
 - Maintain and develop recruitment databases.
 - Manage the law school's diversity and other recruitment related programs, which include 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, low-income students, and other diverse students with networks and opportunities that promote career readiness and success
 - Collaborate and manage relationships with student organizations. Coordinate and lead recruitment-related events, workshops, panels and programs.
 - Assist with the collection of graduate employment information for the graduate employment survey when needed.
 - 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:

- JD required with demonstrated career counseling ability.
- 2-3 years of related post-JD professional work experience.
- Familiarity with the law firm landscape nationally and the OCI process strongly preferred.
- Ability and interest in networking actively with alumni and potential employers, including at evening events, on behalf of the school and the student body.
- 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.
- 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.

How to Apply:

E-mail a cover letter and resume to New England Law | Boston to: agiancola@nesl.edu. Please include the word “Assistant Director and Recruitment Coordinator, Law School Career Services” in the subject heading. Applications will be considered on a rolling basis and resumes received without cover letters will not be reviewed. We are unable to sponsor or take over sponsorship of an Employment Visa at this time.

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, 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.