

**Director
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.

The Director of the Career Services Office (CSO) serves as the lead visionary for ensuring a robust career and mentoring network for students at New England Law. Under the general direction of the Associate Dean, the Director is responsible for the overall direction, administration, coordination, and evaluation of the CSO. This includes counseling students and alumni in career planning skills and job search strategies, coordinating training skills workshops and career forums, developing relationships with potential employers and employment opportunities, and maintaining effective working relationships with students, alumni, staff, and other placement professionals throughout the United States. The Director is responsible for general office supervision, including management of the CSO budget and supervision of the CSO staff, which currently includes the Associate Director, three counselors, an Operations Coordinator, and an Administrative Assistant.

Key Responsibilities:

- Establishes the overall goals, objectives, and priorities of the Career Services Office, in concert with the Dean and Associate Dean.
- Directs the administration of the office, including budget, personnel, and establishment of goals and responsibilities. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; addressing complaints and resolving problems.
- Cultivates and maintains relationships with employers to facilitate job opportunities for students and alumni.
- Plans and implements innovative marketing strategies for identifying a diverse group of potential employers.
- Oversees the Career Services compliance reports, including those for the American Bar Association and the National Association of Law Placement.
- Directs signature programs designed to increase career opportunities for students, including New England Law's innovative Summer Fellowship Program.
- Designs and instructs the Career Services Office's portion of the Responsible Lawyering course, a required professional development course for all first-year students.
- Provides counseling about career planning for students and alumni by setting direction, goals, and objectives as well as assisting with the preparation of effective resumes and correspondence.
- Works in collaboration with law school faculty and department heads in order to further the goals of the law school.

- Represents the law school at professional meetings, admissions and orientation events, alumni functions, employer gatherings, and student meetings.
- Prepares budget requests and an annual report on CSO operations.
- Serves on committees and task forces and assists with special projects as requested by the Dean.
- Carries out other duties as assigned by the Dean.

Requirements:

- Undergraduate degree and J.D. degree.
- Five years of direct experience within a career services higher education setting or relevant experience in a demanding professional work environment. Experience as the director of a Career Services office is preferred.
- Knowledge of career services, employer, and student and alumni needs and expectations, recruiting and staffing methods, and employment trends.
- Counseling, career services, or recruiting experience.
- Proven problem solving and critical thinking skills.
- Exceptional interpersonal and communication (both verbal and written) abilities.
- Strong leadership skills and proven track record of leadership.
- Demonstrated history of building strong relationships with staff, students, and potential employers.
- Ability and interest in networking actively with alumni and potential employers, including at evening events, on behalf of the law school and the student body.
- Ability to work with people from diverse backgrounds and levels of experience.
- Technological proficiency, particularly working with databases related to career design, program management, or data analytics, and competency in Microsoft Word, Excel, and Outlook.

How to Apply:

E-mail a cover letter and resume to New England Law | Boston to: deansoffice@nesl.edu. The subject line should be “Director, Law School Career Services.” 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.