



Assistant Director and Judicial Clerkships Coordinator Law School Career Services

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, as well as focusing on judicial clerkship opportunities.

Responsibilities include:

- Provide general career counseling to law students and alumni job-seekers about career goals, job search strategies, and professional development.
- Review resumes, cover letters, job applications, and conduct mock-interviews.
- Serve as designated career counselor to a cohort of first- and second-year students.
- Develop career resources to address the needs of students and alumni job-seekers.
- Assist with employment data collection process for internal and external reporting.
- As the clerkship application process expert for the office, implement and support educational and professional development programming and counseling initiatives related to judicial clerkships and internships, assist with developing judicial clerkship related handouts and timelines, and conduct outreach to courts and maintain up-to-date information about their hiring processes.
- Work closely with the Judicial Clerkships Committee to support their goals.
- 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 2-3 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 judicial clerkships preferred
- 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 dtyrrell@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.