



**Assistant Director and Pro Bono 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.

Key Responsibilities:

Assistant Director

- Counsel law students and alumni job-seekers 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 employers, particularly public interest and government employers.
- Provide government and public interest/pro bono opportunities and information to students through a monthly newsletter and intranet page.
- Assist with the law school's Summer Fellowship Program, including communicating the application process to students and providing administrative support and guidance through the program.
- Assist with the collection of graduate employment information for the graduate employment survey when needed.
- Develop career resources to address the needs of students and alumni job-seekers.
- Develop, facilitate, and present career programming to address the needs of students and alumni job-seekers.
- Establish contact with student organizations to enhance students' knowledge of job-hunting responsibilities and opportunities.
- 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.

Pro Bono Coordinator

- Provide individual counseling to students seeking a pro bono opportunity or public interest law summer internship.
- Coordinate and implement pro bono/public interest programs for students and work directly with public interest employers.
- Maintain oversight of the law school's Transcript Notation Program and submissions to the annual SJC Pro Bono Honor Roll.
- Maintain relationship with law school's Clinical Director and Faculty Directors for New England Law's Academic Centers.

Qualifications/Job Requirements:

- JD required with demonstrated career counseling ability.
- 2-3 years of post-JD professional work experience.
- Knowledge of the legal profession and related recruiting practices and hiring needs of legal employment 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.
- 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: resume@nesl.edu. Please include the word "Assistant Director and Pro Bono 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.