

Golden Gate University School of Law
Assistant Director for Professional Development
May 2011

Golden Gate University School of Law is seeking applications for its Assistant Director for Professional Development position. The Assistant Director will be part of the Law Career Services team and will report to the Associate Dean for Law Career Services and Alumni Relations.

BASIC FUNCTION AND SCOPE OF JOB

Provide advising, programs and resources to students and alumni of the JD, LLM and SJD programs of the Law School, with a specific focus on graduating students and recent graduates. Generate employment opportunities for recent law school graduates.

ESSENTIAL FUNCTIONS

- Provide individual and group advising to students and alumni in the JD, LLM and SJD programs, with particular emphasis on working with graduating students and recent JD graduates. Coach graduates through the job search process, including self-assessment, identifying target employers, developing a professional network and creating effective materials. Critique resumes and cover letters and prepare for job interviews.
- Develop new initiatives to engage recent graduates in the job search process. Conduct outreach to students and graduates to provide ongoing support with job searches.
- Collect data on graduate employment and collaborate with LCS senior recruiting coordinator to manage annual survey/data collection process.
- Provide advice on job search strategies and exploring career options. Organize and present workshops and presentations designed to educate students and graduates about legal career options and job search techniques.
- Write handouts, blog articles, and promotional materials. Write weekly newsletter for recent graduates. Supervise LCS Graduate Fellow.
- Cultivate and promote job and networking opportunities for students and graduates. Conduct outreach to law firms and other legal employers via in-person visits to generate new employment opportunities for recent graduates. Serve as a liaison between Golden Gate students/alumni and members of the professional community.
- Collaborate with student organizations to present programs and generate resources for students.
- Participate in department programs and projects.
- Serve as a liaison to regional and national professional associations and employer communities. Attend networking events during and after regular business hours.
- Perform other duties as assigned.

QUALIFICATIONS:

- **KNOWLEDGE OF:** Practices, techniques and standards for career counseling, coaching and advising; effective job search techniques; use of LinkedIn, Facebook, Twitter, and other social media resources; San Francisco Bay Area legal community and national legal job market.

- **ABILITY TO:** Design and execute career development workshops, programs and events. Work independently and initiate projects or ideas. Establish and maintain positive and professional relationships with students, faculty, staff, alumni and the legal community. Understand and be sensitive to the needs of diverse populations of students. Communicate clearly, concisely and persuasively in oral and written forms. Present information effectively as a public speaker. Plan events (including logistics, publicity, and content.) Earn trust and maintain confidentiality. Exercise sound judgment in decision making and problem solving. Manage multiple projects and work assignments within established timeframes. Maintain accurate and detailed records. Be available for events and appointments in the early evening. Analyze data and develop reports. Proficiency with MS Office.

- **EDUCATION AND EXPERIENCE:** Minimum 3 years experience as either: a practicing lawyer with hiring authority; legal recruiter; or career counselor, preferably in an academic setting. Experience with helping others develop and manage a job search. JD required. Must have experience working with diverse populations. Genuine interest in the career services profession.

To apply, please upload a cover letter and resume via the www.ggu.edu/jobs website (Job #999) to:

Susanne Aronowitz, Associate Dean for Law Career Services & Alumni Relations
Golden Gate University School of Law
536 Mission Street
San Francisco, CA 94105

Golden Gate University, founded in 1901, is an Equal Opportunity Employer and encourages applications from women, minorities, people of color, persons with disabilities, and members of the LGBTQI community.