

Golden Gate University School of Law

Job Number: 853

Title: Director for Employer Relations & Administrative Director of Honors Lawyering Program

Department: School of Law

Class: Full-Time

Position Type: Exempt Staff

Salary: Commensurate with experience. Upon eligibility, employees may participate in the benefits plans available to employees, such as medical/dental/vision coverage, 403(b) retirement plans, tuition remission, paid holidays, sick leave, and vacation.

Post-Date: 2009-12-03

Deadline: Open until filled.

BASIC FUNCTION AND SCOPE OF JOB

The Director for Employer Relations reports to the Associate Dean for Law Career Services and is responsible for promoting, cultivating and expanding employment opportunities for Golden Gate law students and graduates. In addition, the Director is responsible for developing new apprenticeship opportunities for students in the Honors Lawyering Program (HLP) and for administering the HLP program in conjunction with the program's Academic Director.

ESSENTIAL FUNCTIONS

Employer Outreach:

- Reach out to employers to generate employment and internship opportunities for students and graduates of the law school. Develop initiatives for promotion of law students and alumni, particularly in the private sector legal markets, through telephone and written outreach, individual visits, publications, and web-based outreach.
- Promote Golden Gate law programs, such as the Honors Lawyering Program and clinic/externship programs, to potential employers.
- Explore, create and develop new apprenticeship and externship opportunities, especially in the private sector.
- Develop and maintain relationships with local and national legal employers. Identify new employment opportunities for law students, especially with small and mid-sized law firms. Maintain regular communication with past and current employers and placements.
- Recruit employer participation in, and oversee the administration of, fall and spring recruiting programs, job fairs, and other initiatives to generate employment opportunities for students.
- Develop a marketing campaign to market Golden Gate law students and programs to employers.

- Participate actively in legal and professional organizations such as BALRA (Bay Area Legal Recruitment Association), NALP (National Association for Legal Professionals), local and specialty bar associations, and the Law Career Services Consortium of Northern California.

Student Support:

- Counsel students about career development strategies, legal career options, hiring practices and market trends. Critique resumes, cover letters, and other job search documents. Provide guidance on interview preparation and networking strategies.
- In collaboration with Law Career Services staff, plan, implement and evaluate workshops and programs to educate students about job search strategies, legal career options, recruiting opportunities and to prepare them for success in the workplace.
- Assist HLP students in finding appropriate apprenticeship placements that meet their career goals and the requirements of the program.
- Act as liaison and staff advisor to several law student organizations.

Administrative responsibilities:

- Supervise the LCS Recruiting Coordinator.
- Write content for handouts, blog entries, and newsletters.
- Collaborate with Law Career Services staff on projects and programs.
- Collect and analyze data regarding the performance of students in the Honors Lawyering Program.
- Plan special events, especially those involving potential or current placements.
- Serve on law school faculty committees as assigned (on an ex officio basis).
- Monitor apprenticeship experiences through individual meetings, group sessions and site visits, to determine their continued value for students and the program.
- Maintain excellent records and manage database of apprenticeship placements.
- Other related duties, as assigned.

QUALIFICATIONS

KNOWLEDGE OF: principles and practices of law career services, legal recruiting and hiring practices, clinical legal education, current legal job market, general marketing strategies/tactics, basic statistical analysis.

ABILITY TO: 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. Excellent public speaking and group presentation skills. Earn trust and maintain confidentiality. Exercise sound judgment in decision making and problem solving. Manage multiple projects and work assignments within established timeframes. Work independently and in collaboration with a team. Analyze data and develop reports. Proficiency with MS Office and prior experience managing relational databases.

EDUCATION AND EXPERIENCE: J.D. degree from ABA-accredited law school or equivalent. Experience in law career services, legal recruiting, or legal hiring. Experience in program development and administration, preferably in a law school or other post-secondary educational institution. Experience supervising staff. Prior experience working with diverse populations preferred. Experience with event planning, program administration, record keeping and working with deadlines required.

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.

HOW TO APPLY

APPLICATION: Interested applicants should submit their resume and cover letter through Golden Gate University's website located at www.ggu.edu/jobs.