Recruitment Coordinator

The Office of Career Development at Whittier Law School seeks a bright, detail-oriented, and customer service driven candidate with excellent organization, communication and problem-solving skills for Recruitment Coordinator. The Recruitment Coordinator will oversee and manage the Fall and Spring Recruiting Programs, serve as the key point of contact for employer communications, and direct internal office administration.

Duties will include:

1. **Problem Solving** - Create systems to effectively and efficiently manage internal and external processes involving employer communications, law school recruiting, employment statistics, and office management.
2. **Research** – Conduct secondary and primary research to understand the market and answer student, employer, and staff questions.
3. **Event Planning** – Schedule, plan, and promote the Career Development Office and employer events.
4. **Communication** – Interface between students, alumni and employers and ensure timely communication of employment opportunities and programs to all constituents. Courteously and effectively resolve problems and complaints. Author error-free correspondence and marketing materials. Answer student and employer questions about the Career Development Office and its services, Whittier Law School, and Symplicity, our online recruiting software.
5. **Supervising** – Coordinate and supervise work study students in implementing programs and projects.
6. **Administrative** - Schedule interviews, information sessions, and counseling sessions. Complete purchase and reimbursement orders for internal approval. Answer phone calls. Update and maintain databases, spreadsheets and forms and ensure accurate job board entries. Distribute correspondence and marketing materials. Prepare reports as needed.

**Requirements:** Bachelor's degree required; highly detail-oriented with excellent organization and follow-up skills; strong interpersonal, oral, and written communication acumen with customer-service orientation; analytical and problem-solving aptitude with ability to synthesize information independently and learn quickly; skilled in multi-tasking, setting priorities, and meeting deadlines in a fast-paced environment; self-directed with ability to work flexible hours during peak times with minimal supervision; and impeccable judgment in dealing with sensitive and confidential information. Knowledge of the legal job market a plus.

**Application:** If interested, please email resume and cover letter to Katherine Eklund, Career Development Advisor, at keklund@law.whittier.edu.