Recruitment Manager

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 Manager. The Recruitment Manager 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 statics, invoicing, 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. **Technology** – Become adept with Symplicity and other office software to train students and enter data into Symplicity for reporting, record keeping and other reasons.
5. **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.
6. **Data Collection & Reporting** – Assist with collecting and reporting employment data to various entities.
7. **Supervising** – Coordinate and supervise work-study students in implementing programs and projects.
8. **Administrative** - Schedule interviews, information sessions, events 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. Manage program calendar for office. Prepare reports as needed. Assist office with other support at the direction of the Assistant Dean of Career Development.

**Requirements:** Bachelor’s degree required, Juris Doctor, preferred; 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 and law firms is strongly preferred.

**How to Apply:** To apply, please send a cover letter, resume and your salary requirement to Assistant Dean of Career Development Office and Employer Outreach at rreliford@law.whittier.edu.