Assistant/Associate Director of Career Development and Employer Outreach

Whittier Law School seeks a motivated Assistant/Associate Director of Career Development and Employer Outreach with a passion for counseling students and graduates. The position entails career and professional development coaching and counseling, developing relationships with employers, communicating comprehensive career information through multiple platforms, fostering partnerships with faculty, alumni, students, and employers, creating job search and networking strategies, and managing career-related programs.

RESPONSIBILITIES AND DUTIES:

1. Coach and counsel students and alumni in all stages of career exploration, job search preparation, and professional development. Assist with application materials and interview training.

2. Develop and direct programs, events, and informational materials that educate students and alumni on topics such as practice areas, job search and networking strategies, and professionalism. Coordinate and otherwise maintain CDO programming calendar.

3. Lead employment data collection process for internal and external reports.

4. Engage in employer outreach activities to private and public sector employers.

5. Effectively and professionally represent the Career Development Office and Whittier Law School to its constituencies, including student organizations, faculty, law school administration, employers, the legal community, and the general public.

6. Work collaboratively with other staff and departments to design, coordinate and implement programs, events, policies, procedures, special projects, and initiatives.

7. Train, oversee and mentor other staff and work-study students when appropriate. Supervise office when Assistant Dean is unavailable.
8. Create resources and guides related to professional development topics for students and alumni.

9. Attend professional development and other conferences on behalf of office and travel as needed.

10. Additional responsibilities as directed by the Assistant Dean of Career Development and Employer Outreach.

SUPERVISES:

May supervise office staff, work-study students and interns.

EXPERIENCE:

Experience working as an attorney and knowledge of the legal employment market required. Career services or professional development experience preferred with demonstrated success cultivating collaborative relationships with students, faculty, staff, and professional colleagues.

EDUCATIONAL BACKGROUND:

Bachelor’s Degree and Juris Doctor Required.

KNOWLEDGE, SKILLS, AND PERSONAL QUALIFICATIONS:

- Prior law school career counseling experience strongly preferred.
- One to three years of legal practice experience required.
- Ability to work collaboratively as a team member and in a professional manner.
- Demonstrated interest and experience in counseling or professional development.
- Strong interpersonal skills with ability to relate to diverse constituencies and manage conflict.
- Excellent written and oral communication skills.
- An orientation for detail, and excellent organization and time management skills.
- Ability to organize workflow, coordinate activities and manage multiple priorities.
- Availability to work evening and/or weekend hours as required.

APPLICATION:

Please send resume, cover letter, and salary requirements to Randolph Reliford, Assistant Dean for Career Development and Employer Outreach, at rreliford@law.whittier.edu AA/EOE.