ADMINISTRATIVE POSITION ANNOUNCEMENT

TITLE OF POSITION: Associate Director, Career Planning

DEPARTMENT: Career Planning Center, Law School, Lincoln Center

RESPONSIBILITIES:

- **Counseling:**
  - Counseling current J.D. students and alumni, including providing resume critiques and cover letter review, conducting mock interviews and interview prep and providing job search strategy, advice and guidance.
  - Point counselor for sections of JD students to maintain and work with throughout law school and obtaining permanent employment.

- **Judicial Clerkship Platform:**
  - Day to day responsibility for managing the Judicial Clerkship Program, including counseling students and alumni, designing and implementing clerkship programs, drafting and revising clerkship related materials including the handbooks, maintaining judicial clerkship and internship webpages and resources for students and alumni as well as the proprietary clerkship database.
  - Works with the Faculty Clerkship Committee, Academic Support and ISP Departments in connection with the Judicial Clerkship Program.

- **Programming:** In collaboration with CPC colleagues plan, organize and present programs on varying career-related and job search topics for JD students and alumni.

- **Career Resources:** In collaboration with CPC colleagues create and maintain career guides and resources for JD students and alumni.

QUALIFICATIONS:

- Three (3) years’ work experience with a J.D. degree and/or recruiting experience in the legal market. Prior judicial clerkship experience a plus or familiarity with state and federal clerkship hiring process including OSCAR a plus.
- Strong knowledge of the broader legal market (public and private sector) with an emphasis on the NYC metro area.
- Excellent presentation and verbal skills.
- Must be able to interact with students, faculty, staff and administration in a cooperative and professional manner while maintaining the utmost degree of confidentiality.
- Exemplary project management and organizational skills necessary to handle multiple projects and juggling priorities in a fast paced office environment.
- Self-starter that works well independently but also a team-player that works well on projects as a member of a group. Likes to innovate and try new approaches.

SALARY: Commensurate with experience

STARTING DATE: 9/12/18

Email Cover Letter and CV to: Darin Neely
Assistant Dean for Administration
lawresumes@law.fordham.edu

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