ASSISTANT DIRECTOR FOR CAREER DEVELOPMENT

The Michigan State University College of Law Career Services Office has an immediate opening for an Assistant Director for Career Development.

THE CAREER SERVICES OFFICE (CSO)

The mission of the CSO is to equip all MSU Law students and alumni to achieve professional fulfillment and success. To accomplish this, CSO assists students with exploring and identifying professional opportunities, building relationships with alumni and employers, developing and perfecting application materials, and establishing a professional social media presence. The CSO also markets the talents of MSU Law students to a wide range of private, government, and public interest employers; engages faculty and alumni in support of its mission; and continues to develop an ambitious program directed at expanding job opportunities throughout the country through on and off-campus recruitment programs and other initiatives.

The CSO includes three to four attorney-advisers, two management-level administrators, and one part-time administrative assistant. The Office works closely as a team to provide superior service to our students, alumni, and employers.

DUTIES AND RESPONSIBILITIES

The Assistant Director reports to the Assistant Dean for Career Development and assists the CSO team in providing comprehensive professional development, career planning, and career advising services. Specifically, the Assistant Director:

- advises students and graduates, including advising them about strategies for attaining their professional goals and informing them about resources and programming
- reviews and edits students’ and graduates’ resumes, LinkedIn profiles, cover letters, and other application materials
- conducts mock interviews and works with students and graduates to develop and enhance their networking skills
- assesses student progress toward attaining post-graduate employment and proactively provides assistance to address potential obstacles
- conducts one-on-one outreach to students and graduates to improve engagement with the CSO
- collaborates with faculty, alumni, and colleagues to identify internship, externship, and other employment opportunities for students and recent graduates
- helps develop and conduct professional-development programming for students and alumni
- effectively and consistently uses social media as a career- and professional-development tool
• assists with the collection of data, including about externships, internships, on-campus interviews, employment opportunities, and employment results
• monitors current legal-industry trends and developments
• proactively maintains an expanding legal-industry network
• participates in professional organizations and attends professional conferences, workshops, seminars, and conventions to stay current with best practices and the legal industry

QUALIFICATIONS REQUIRED: KNOWLEDGE, SKILLS AND ABILITIES
• excellent oral and written communication skills
• the ability to network and build relationships
• the ability to develop rapport with students, alumni, faculty, staff, and employers
• the ability to work with a diverse community
• the ability to work independently and collaboratively in a team
• the ability to handle multiple projects, balance priorities, and utilize time management skills
• the ability to develop systems to improve the efficiency, effectiveness, and quality of services provided to students, alumni, faculty, and employers

PREFERRED QUALIFICATIONS
• strong technology, data-management, and analytical skills
• previous employment experience in the public sector or with a local, state, or federal government agency
• knowledge of legal-industry career options, recruiting practices, job market, employment trends, and professional development practices
• involvement in professional legal organizations

MINIMUM REQUIREMENTS

Education:  J.D. from an ABA accredited law school

Experience:  1 to 3 years’ experience in higher education career development or the legal field

Or:  An equivalent combination of education and experience

ABOUT MICHIGAN STATE UNIVERSITY COLLEGE OF LAW
This is an important moment in time for the College of Law as it reflects back on its unique 126-year history and at the same time, looks forward – with great optimism– to its promising future. The College of Law is a dynamic, student-centered academic community. The College of Law offers a legal education that challenges students’ intellect, broadens their experiences, and prepares them for successful and rewarding careers. The College is dedicated to providing a learning environment where students acquire the professional skills and ethical grounding needed to become excellent advocates, stalwart members of the bar, and leaders in their communities. With a new strategic plan and renewed curriculum in place, MSU Law is poised to reach a higher level of sustained excellence.
MSU College of Law is perfectly situated in the heart of a Big Ten university, just minutes from the state capitol and in close proximity to Detroit, Grand Rapids and Chicago.

The student body is made up of approximately 750 J.D. students and 80 students enrolled in various Master of Laws and Master of Jurisprudence programs. Approximately 50 percent of the students in the J.D. program are from Michigan, 45 percent are from states outside of Michigan, and 6 percent are international students.

Additional information regarding MSU College of Law can be found at law.msu.edu.

APPLICATIONS
Application review will begin immediately, and will continue until the position is filled. For best consideration, applications should be submitted by July 31, 2017. Email cover letter and resume to MSU College of Law Human Resources: HR-Operations@law.msu.edu.

Salary is competitive with those at similarly situated institutions. Michigan State University College of Law provides a very attractive benefits package.

Michigan State University College of Law is an Affirmative Action/Equal Opportunity Employer. The Law College does not discriminate on the basis of race, color, genetic information, gender, gender identity, religion, national origin, political persuasion, sexual orientation, marital status, disability, height, weight, veteran status, age or familial status.

The Law College actively encourages applications from underrepresented ethnic populations, women, veterans, person defined under the ADA and the LGBT community.