The Michigan State University (MSU) College of Law Career Services Office (CSO) has an immediate opening for an Assistant Director for Employer and Alumni Relations.

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 for Employer and Alumni Relations reports to the Assistant Dean for Career Development. Specifically, the Assistant Director for Employer and Alumni Relations is responsible for conducting employer outreach, developing and maintaining relationships with employers, managing the CSO’s recruiting programs, developing and maintaining CSO’s relationship with alumni, and coordinating the Law College’s annual employment reporting.

EMPLOYER OUTREACH AND RELATIONSHIPS

- Develop a strategic outreach plan to strengthen existing, and develop new, relationships with public and private employers in the legal and business sectors
- Increase temporary and permanent employment opportunities for JD students and recent graduates in target markets
- Build and maintain a network of professional connections in traditional and non-traditional areas of law
• Familiarize employers and potential employers with the achievements of MSU Law students and alumni
• Engage employers and potential employers with MSU Law-related activities
• Attend local and regional professional and recruitment events
• Conduct one-on-one outreach with employers to improve engagement with CSO
• Effectively and consistently use social media as a career- and professional-development tool, including to develop an online presence and increase engagement with the legal industry
• Keep CSO advising team informed regarding legal employment markets and trends

RECRUITING COORDINATION
• Coordinate CSO recruiting events, including On-Campus Interviews and the Spring Recruitment Fair
• Maintain databases, spreadsheets, and reports on students, alumni, faculty, and employers as related to recruiting efforts
• Communicate with employers to promote and facilitate recruiting efforts
• Conduct outreach and collaborate with faculty, alumni, and colleagues to identify employment opportunities for students and recent graduates
• Monitor current trends and developments in the legal industry

ALUMNI OUTREACH AND RELATIONSHIPS
• Work closely with CSO advising team and recent graduates to help recent graduates attain post-graduate employment
• Collaborate with CSO advising team on programming for new graduates and alumni
• Oversee implementation, data collection, and reporting of post-graduate Bridge to Practice Fellowship
• Conduct one-on-one outreach with alumni to improve engagement with CSO
• Advise alumni about their career paths and goals, including strategies for attaining their professional goals, resources and programming, and professional connections
• Review and edit alumni’s resumes, LinkedIn profiles, cover letters, and other application materials to best highlight their professional skills
• Serve as CSO’s point-person for the MSU College of Law Advancement Office
• Serve as CSO’s point-person for the MSU College of Law Alumni Association

GRADUATE EMPLOYMENT STATISTICS
• Coordinate collection of, and process all data regarding, employment of MSU College of Law graduates
• Provide analysis of current employment statistics and national rankings to assist in big picture strategizing
• Produce reports for accreditation, national surveys, and use in strategic planning for CSO and other departments within the Law College
• Participate in professional organizations and attend professional conferences, workshops, seminars, and conventions to stay current with best practices and the legal industry
QUALIFICATIONS REQUIRED: EDUCATION, KNOWLEDGE, AND SKILLS

• Bachelor’s degree in communications, business, or a related field
• Demonstrated professionalism and strong work ethic
• Highly motivated, collaborative, and outgoing
• Highly developed interpersonal skills
• Ability and strong desire to network and build relationships
• Ability to develop rapport with students, alumni, faculty, staff, and employers
• Excellent written and oral communication skills
• Outstanding organizational skills, initiative, flexibility, and adaptability
• Excellent attention to detail
• Outstanding public speaking and oral presentation skills
• Ability to work with a diverse community
• Ability to work independently and collaboratively on a team
• Ability to handle multiple projects, balance priorities, and employ time management skills
• Ability to approach work and initiate new projects with a sense of ownership, enthusiasm, innovation, and flexibility
• Flexibility to travel and work outside of normal business hours to meet office needs
• Strong technology, data-management, and analytical skills
• Record of professional social media usage, including LinkedIn, Twitter, and Facebook preferred, but enthusiasm and dedication to learn and leverage social media is sufficient

PREFERRED QUALIFICATIONS

• Juris Doctor from an ABA-accredited law school
• 1 to 3 years’ experience in outreach or relationship management experience, including marketing, advancement, and/or recruiting experience
• Knowledge of legal career options, hiring needs, recruiting practices, job market, employment trends, and professional development practices
• Involvement in professional legal organizations

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. 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.