

Job Description

Job Title: Public Interest Career Counselor

Job ID: 12976

Location: Main Campus-Berkeley

Full/Part Time: Full-Time

Regular/Temporary: Regular

Department: JD Program

Departmental Overview

UC Berkeley School of Law (Boalt Hall) is one of the nation's great centers for legal education, ever exploring and pushing new intellectual boundaries while tackling urgent, real-world issues. Berkeley Law is also known for its vibrant and engaged community of students and scholars who are committed to providing leadership and making a difference on problems of local, national, and global import.

The Career Development Office (CDO) assists Berkeley Law students and alumni in shaping and attaining their short- and long-term career goals through one on one counseling, programming and an extensive library of online and print resources.

Responsibilities

Reporting to the Assistant Dean for Career Development, and working in close coordination with the other Public Interest Career Counselor, the successful candidate will utilize his/her extensive contacts in the public interest legal community and up-to-the-minute (and in-depth) knowledge of the legal job market in this area (and ability to anticipate its likely future direction) to provide individually tailored, client-driven career counseling to our students and alumni interested in pursuing public interest legal careers.

The Counselor will also use his/her knowledge, experience, and the results of on-going market research and analysis to create, plan, develop, and implement cutting-edge career exploration and job-search skills programs, networking events, and other activities for our public interest oriented students and alums.

The Counselor will leverage his/her existing contacts and cultivate new working relationships with public interest legal employers to ensure our students have the best available access to networking and job opportunities as soon as they present themselves. The Counselor will also prepare, revise, and maintain print and online guides and other CDO-generated materials specifically targeted to the alumni community.

Required Qualifications

- JD and significant (5+ years) public interest legal practice experience
- Detailed knowledge of the legal employment market (private and public sectors and public interest)
- Extensive professional network of practicing attorneys and potential employers
- Creative, entrepreneurial, forward-looking, and energetic approach that can identify and pursue new potential programs and innovative ways to present and deliver their content
- Strong interpersonal and communication skills (including public speaking and presentation skills)
- Excellent judgment in handling sensitive information
- Ability to juggle multiple tasks and deadlines, take initiative, work independently and as a team member, and interact professionally with faculty, staff, students and the public
- Proficient with Word, Excel, PowerPoint, internet research and the ability to quickly adapt to new software programs and on-line resources
- Demonstrated competency in developing efficient and effective solutions to diverse and complex problems
- Ability to successfully complete a criminal background check

Preferred Qualifications

- Experience in legal career services setting
- Prior experience as mentor vis-a-vis law students or lawyers
- Familiarity with social/new media tools

Salary & Benefits

Salary is commensurate with experience.

For information on the comprehensive benefits package offered by the University visit:

http://atyourservice.ucop.edu/forms_pubs/misc/benefits_of_belonging.pdf

How to Apply

To be considered for this position, applicants must submit a cover letter and resume, and apply online at: <http://jobs.berkeley.edu> indicating job #12976.

Cover letter must be attached to your uploaded resume; in order to do this, create one combined document (with your resume as the first page(s) of that document and your cover letter as the last page) and upload the combined document as your resume on the Berkeley jobs site.

Criminal Background Check

This position has been designated as sensitive and may require a Criminal Background Check. We reserve the right to make employment contingent upon successful completion of a Criminal Background Check.

Equal Employment Opportunity

The University of California, Berkeley is an Equal Opportunity/Affirmative Action Employer.