Job Description

Job Title: Associate Director of Private Sector Career Counseling (4517U) #19237

Job ID: 19237

Department: Law

Location: Main Campus-Berkeley

Full/Part Time: Full-Time

Regular/Temporary: Temporary

About Berkeley

The University of California, Berkeley, is one of the world’s most iconic teaching and research institutions. Since 1868, Berkeley has fueled a perpetual renaissance, generating unparalleled intellectual, economic and social value in California, the United States and the world. Berkeley’s culture of openness, freedom and acceptance—academic and artistic, political and cultural—make it a very special place for students, faculty and staff.

Berkeley is committed to hiring and developing staff who want to work in a high performing culture that supports the outstanding work of our faculty and students. In deciding whether to apply for a staff position at Berkeley, candidates are strongly encouraged to consider the alignment of the Berkeley Workplace Culture with their potential for success at http://jobs.berkeley.edu/why-berkeley.html.

Application Review Date
The First Review Date for this job is: February 5, 2015.

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.

Berkeley Law’s Career Development Office (CDO) assists Berkeley Law’s 900 or so JD students in shaping and attaining their short- and long-term career goals through one-on-one counseling, programming, and an extensive library of online and printed resources.
In addition to providing career counseling services to our private-sector-bound JD students, the Associate Director of Private Sector Career Counseling will further develop and maintain our relations with medium-sized and small law firms nationally and our social media outreach efforts to students and potential employers.

The Associate Director of Private Sector Career Counseling will utilize his/her extensive contacts in the legal community and his/her current and detailed knowledge of the ever-evolving legal job market to provide individually tailored, client-driven career counseling to our students. The incumbent will also plan, develop, and implement cutting-edge career exploration and job-search skills programs, networking events, and other resources for our students.

As the director of our small and medium-sized firm outreach efforts, the incumbent will leverage his/her existing contacts and cultivate new working relationships with legal employers to ensure our students have the best available access to networking and job opportunities in the small and medium-sized firm market as soon as they present themselves.

These responsibilities will require the incumbent to travel up to 20% of the work-week.

Responsibilities
30% - Researches, and analyzes the current state of the private sector legal services and legal job markets and forecasts emerging trends in those markets. Identifies existing and up-and-coming career and job options, assesses (on a continuing basis) their short-and long-term feasibility for our alumni attorneys, and explores alternatives to traditional legal practice. The Counselor must also research and periodically assess the evolving career development needs of our students interested in private sector work. Based on this on-going research, analysis, assessment and trend-spotting, the Counselor designs and develops, and implements an array of workshops and programs, services, and resources (including online guides and webcasts) to meet the needs of employers with whom the Career Development Office is developing/maintaining relationships as well as the career needs of our students interested in pursuing a career in the private sector. Manages improvements, revisions, changes, and adjustments to the existing array of career consulting services, programs, and resources AND devises, develops and implements entirely new services, programs and resources.

5% - Liaises with various other Law School departments and individuals to understand their needs and goals and explore and develop mutually beneficial programs, resources, and services.

20% - Maintains and enhances the Law School’s existing professional network of potential employers, other law school legal career professionals, and others in the legal field who may be in a position to provide information and assistance to our students interested in pursuing private sector work. Maintains and enhances his/her own professional network and leverages it
on behalf of students and alumni. Establishes new positive working relationships with law firm recruiters, in-house legal departments, corporations, (and others who may be of assistance to our private sector oriented students (and who may be of assistance in fundraising and in enhancing the campus's relationship with outside organizations).

10% - Develops and oversees presentation and delivery of broad and complex career-focused programs and events workshops, and resources. Manages career services staff on specific administrative tasks they undertake in support of private sector programming (e.g., room reservations, catering arrangements, drafting and posting event announcements, etc.). Determines, based on his/her knowledge of technical systems, the most innovative and effective media for delivering content – online, print, blogs, social networking website posts, twitter, live webcasting, etc.

30% - Provides one-on-one, individually tailored and client-driven career consulting services to students interested in pursuing private sector careers (a particularly complex area that require specialized expertise). Assists students in conducting their own self-assessments Provides students not only with general advice based on his/her expert knowledge of the private sector legal market but specific job leads and networking contacts developed through continuing cultivation and expansion of the Law School’s -- and the Counselor’s -- professional network.

5% - Participates in panel discussions and presentations and researches and writes articles relating to the private sector legal job market and the provision of private sector career services through local and national recruitment associations, like the Bay Area Legal Recruiters Association and the National Association for Law Placement, and other legal organizations, like the American Association of Law Schools and the American Bar Association, and even through the local and national press as the opportunities arise.

**Required Qualifications**

- Advanced knowledge of career development theories helpful.
- Advanced knowledge of career decision making, and job search techniques.
- Advanced knowledge of the small and mid-sized law firm job market.
- Knowledge of needs assessment theory, processes, and practice, workshop and program design and implementation helpful.
- Knowledge of UC programs helpful.
- Knowledge of career services, employer, alumni, and faculty needs and expectations, recruiting and staffing methods, employment trends.
- Highly effective problem identification and solving skills, presentation skills, verbal communication, written communication, and organization skills.
• Ability to work with people from diverse backgrounds and levels of experience.
• Detailed knowledge of the legal employment market and hiring practices.
• Extensive professional network of practicing attorneys and potential employers.
• Familiarity with social/new media tools.
• Creative, entrepreneurial, forward-looking, and energetic approach that can identify and pursue new potential job opportunities and potential new initiatives to further the CDO’s service mission to our students.
• Highly developed knowledge of principles and processes for providing outstanding client and personal services. This includes client needs assessment, meeting quality standards for services, and evaluation of client satisfaction.
• Excellent knowledge of human behavior and performance; individual differences in ability, personality, and interests; and learning and motivation.
• Excellent computer skills and the ability to quickly adapt to new software programs and online resources.
• 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 social media tools and the ability to quickly adapt to new ones.
• Demonstrated competency in developing efficient and effective solutions to diverse and complex problems.
• Experience in marketing and possessing natural sales ability.
• Experience in legal career services setting.
• Prior experience as mentor vis-a-vis law students or lawyers.
• Ability to successfully complete a criminal background check.

Preferred Qualifications
J.D. plus significant (3+ years) private sector legal practice experience, preferably in small or mid-sized law firms

Salary & Benefits
Salary commensurate with experience.
For information on the comprehensive benefits package offered by the University visit: http://ucnet.universityofcalifornia.edu/compensation-and-benefits/index.html

How to Apply
Please submit your cover letter and resume as a single attachment when applying.

Other Information
In accordance with Berkeley Law’s general hiring practices, this is a full-time (100%) contract position for 12 months with the expectation that candidates who are performing well will be renewed from year to year.

**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 is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, or protected veteran status. For the complete University of California nondiscrimination and affirmative action policy see: http://policy.ucop.edu/doc/4000376/NondiscrimAffirmAct
If you’d like more information about your EEO rights as an applicant under the law, please see: http://www1.eeoc.gov/employers/upload/eeoc_self_print_poster.pdf

**Clery Disclosure**
The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act require that crime statistics and other safety information for colleges and universities receiving Title IV funds be made available to applicants upon request. University of California, Berkeley’s Annual Security Report includes statistics for the previous three years concerning reported crimes that occurred on campus, in certain off-campus buildings owned or controlled by the University, and on public property within or immediately adjacent to and accessible from the campus. The report also includes institutional policies concerning campus security, such as those concerning alcohol and drug use, crime prevention, the reporting of crimes, sexual assault, and other matters. You may obtain this information for the UC campus to which you are applying by accessing the website at http://police.berkeley.edu/safetycounts/index.html.

A printed copy of the report may be obtained by writing to UCPD, Room 1, Sproul Hall, Berkeley, CA 94720.