

# **Assistant Director, Professional Development, School of Law**

- **School of Law**
- **Staff Full-time**

**Position Title: Assistant Director, Professional Development, School of Law**

**Department: School of Law**

**Advertised Pay: Competitive rate of pay**

**Campus Location: Washburn University**

The screening committee will review all eligible applications submitted by April 5, 2024

**Position Summary: The Assistant Director for Professional Development provides counseling to law students and alumni regarding all phases of the professional development and career planning process, including practice area and practice setting exploration, interview assistance, resume and cover letter review, and guidance on networking. The Assistant Director collaborates with other staff to prepare resources, provide programs, and expand opportunities for student and alumni employment. In addition, the Assistant Director will help compile and maintain data regarding student and graduate employment outcomes for the Professional Development Office (PDO).**

**Essential Functions:**

- **Counsel law students individually and in groups regarding all phases of the professional development and career planning process;**
- **Provide feedback on resumes and cover letters, and guidance on networking, interviewing and job search strategies;**
- **Create, update, and edit internal PDO guides and resources to educate students on career options and job search skills and strategies;**
- **Support the management of current and future recruitment programs, including the On-Campus Interview and Government Legal Careers Forum programs;**
- **Collaborate with relevant Washburn Law departments, student groups, alumni,**

**and outside organizations to help develop lunch & learn programming on JD and JD advantage career opportunities, including practice area and practice setting exploration;**

- Assist with managing various PDO-sponsored programs, including the mentor program for first-year law students, the pro bono program, the mock interview program, and networking events;**
- Engage in employer outreach by enhancing existing employer relationships and participating in the creation and development of new employer relations; and**
- Track student and graduate employment outcomes to aid in the preparation of employment reports.**
- Perform additional job-related duties as required or as appropriate.**

**Required Qualifications:**

- Option 1: A Juris Doctor from an ABA-accredited law school and one year of post-graduate legal experience or one year of advising, career development/coaching experience with law students; or**
  - Option 2: A Juris Doctor from an ABA-accredited law school and two years of post-graduate advising, career development/coaching, or counseling experience with post-secondary students; or**
  - Option 3: A master's degree in counseling, student services or a closely related field and two years of post-graduate advising, career development/coaching, or counseling experience with post-secondary students.**
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- Proven knowledge of the range of legal careers in law firms, government, judiciary, public interest, business, and general industry, and the ability to monitor and anticipate job market trends;**
  - A demonstrated commitment to diversity, equity, inclusion, cultural sensitivity, and the ability to work effectively with individuals from different backgrounds;**
  - Effective interpersonal skills and a demonstrated ability to communicate effectively with people;**
  - Willing to build knowledge in a wide range of practice areas in order to assist students in their career planning;**
  - Must be able to develop strategies to meet employment goals in changing market and economic conditions;**
  - Demonstrated ability to work collaboratively with and form relationships with students, staff, faculty, and employers;**
  - Demonstrated ability to exercise empathy and good judgment in sensitive counseling situations and to create a welcoming and supportive environment for students;**

- **Demonstrated ability to maintain confidentiality, act ethically, and adapt well to change, various personalities and needs;**
- **Proven ability to communicate and market the services and programs of the PDO to potential and current students, alumni, employers, faculty, and staff;**
- **Demonstrated effective problem-solving, organizational, and follow-up skills with the ability to meet assigned deadlines.**
- **Proven proficiency with Microsoft Excel, Outlook, and Word, and experience working with online data management/tracking systems.**

**Physical Requirements:**

- **Ability to work nights or weekends, and engage in some overnight travel, if needed.**

**Preferred Qualifications:**

- **Juris Doctor from an ABA-accredited law school and two years of post-graduate legal experience or two years of student services, career development, or coaching experience helping students or attorneys navigate career decisions.**
- **Judicial clerkship/public service experience, and/or exposure to JD Advantage positions such as compliance.**
- **Involvement in legal hiring/recruiting and prior work with law students.**

**Full time Exempt Mon-Fri, Background Check Required**

**Washburn is an EOE and is dedicated to providing a student-centered and teaching-focused academic and work environment. We seek candidates who are committed to Washburn's efforts to create a campus climate that fosters the growth and development of a diverse student body, and we encourage applications from members of groups that have been historically underrepresented and/or marginalized in higher education.**

**Washburn University provides equal access to and opportunity in its programs, facilities, and employment without regard to race, color, religion, age, national origin, ancestry, disability, sex, sexual orientation, gender identity, genetic information, veteran status, or marital or parental status.**

**Washburn University is committed to providing reasonable accommodations to applicants for employment. If you are an applicant who needs a reasonable accommodation to participate in the application or interview process, please email [benefits@washburn.edu](mailto:benefits@washburn.edu) or call 785-670-1538 at least five (5) business days in advance of the date you need the requested accommodation.**