



JOB POSTING: FIELD CAREER SERVICES COORDINATOR

JOB SNAPSHOT

The Law College Career Services Office is seeking a highly motivated, collaborative, creative, and outgoing career advisor to support students with career planning and professional development. Individual must be knowledgeable about legal career paths. The ideal candidate should be skilled in developing and delivering a variety of career related and job search workshops, panels and presentations.

JOB SUMMARY

The Law College Field Career Services Coordinator provides comprehensive professional development, career planning, and career advising services, as well as oversees the design and implementation of career and professional development programming for students.

DUTIES AND RESPONSIBILITIES

Advise and Coach – 40%

- 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

Program Development and Delivery – 30%

- Creates, edits, and distributes informational materials for students and graduates to be used in written handouts and group presentations
- Designs and develops career development activities to deliver to students and graduates
- Collaborates with members of the legal community to develop and publicize events relevant to students' and graduates' professional development
- Helps develop and conduct professional-development programming for students and alumni
- Effectively and consistently uses social media as a career- and professional-development tool

Employer Engagement and Data Capture – 20%

- Assists with the collection of data, including about externships, internships, on-campus interviews, employment opportunities, and employment results
- Collaborates with faculty, alumni, and colleagues to identify internship, externship, and other employment opportunities for students and recent graduates

- Coordinates with other units of the College of Law to provide information relevant to specific student groups
- Proactively maintains an expanding legal-industry network
- Attend out of state career fairs and conferences to provide on-site student support
- Outreach and engage with new and existing employers for job development and maintenance

Professional Development – 10%

- Monitors current legal-industry trends and developments
- Participates in professional organizations and attends professional conferences, workshops, seminars, and conventions to stay current with best practices and the legal industry
- Collaborates with the Assistant Dean to develop office-wide goals and strategic initiatives that could be met through career development programming for students

Supervisory Responsibilities: None.

DESIRED QUALIFICATIONS

Education: Juris Doctor from an ABA accredited law school; and either

Experience: 1 to 3 years' experience in higher education career development or the legal field; or an equivalent combination of education and experience

**Certifications/
Licensure:** None

QUALIFICATIONS REQUIRED: KNOWLEDGE, SKILLS AND ABILITIES

- network and build relationships
- develop rapport with students, alumni, faculty, staff, and employers
- work with a diverse community
- work independently and collaboratively in a team
- handle multiple projects, balance priorities, and utilize time management skills
- develop systems to improve the efficiency, effectiveness, and quality of services provided to students, alumni, faculty, and employers
- In addition, the successful candidate will preferably have:
- strong technology, data-management, and analytical skills
- excellent oral and written communication 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
- the desire to assist individuals with professional development

MORE INFORMATION: www.law.msu.edu

SALARY: Commensurate with experience.

APPLICATIONS: Please submit a cover letter, resume, and three references to <https://careers.msu.edu>.