As the University of California's first law school, UC Hastings College of the Law is ABA and WASC accredited and committed to outcomes-based education and assessment. It boasts a rich history of achievement in the field of legal education. Established in 1878 and located in San Francisco’s Civic Center district, our vibrant institution provides outstanding instruction for nearly 1,200 students from more than 120 universities and colleges across the country. We also provide an innovative, fun and rewarding work environment for our valued employees. As a member of our team, you will enjoy a dynamic community in which you will interact with staff, faculty and students.

**Associate Director - Graduate Class Advisor**  
**Office of Career and Professional Development**

**Classification:** Level 3 / Class Code 1717 / Full Time / Exempt / Benefited  
**Hiring Salary Range:** $55,373 – 77,511 annually (commensurate with qualifications)  
**Posting Date:** May 9, 2014

**THE ROLE**

Under the direction of and reporting to the Assistant Dean, Office of Career & Professional Development, the Associate Director - Graduate Class Advisor takes a leadership role in developing and implementing career development programs, performing professional services and assignments in support of the College’s Career Office Program for 3Ls and members of the most recently-graduated class.

**RESPONSIBILITIES**

Typical duties include but are not limited to the following:

- Develops, formulates, implements and evaluates career and job development programs specifically targeting the third year class and recent graduates, as well as those students and graduates seeking judicial clerkships;
- Conducts workshops, prepares written materials including handouts and regular email updates on the job search and the job market, specifically addressing the third year and recent grad job search;
- Counsels students and alumni (particularly 3Ls and recent graduates) on career planning and job search strategies;
- Advises the Assistant Dean on collaboration amongst the office’s counselors to provide to each 3L graduating without employment personalized one-on-one counseling, including resume and cover letter review, and job search strategy counseling;
- Tracks employment status of recent graduates and collaborates closely with the Asst. Dean in the Career Office on data reporting;
- Reaches out to 3Ls in the market for post graduate work to learn of career goals and to assist to develop leads into the communities in which they seek to work;
- Instructs and assists students in the preparation of effective job application materials;
- Coaches recent graduates and 3Ls on personal advocacy techniques both for cultivating relationships in networking and interviewing for open positions;
- Oversees the Bridge Stipend administration for recent graduates;
- Establishes and maintains contact with legal and other appropriate employers to enhance employment opportunities;
- Perform other related duties and responsibilities as may be assigned.

**REQUIREMENTS**

**EDUCATION AND EXPERIENCE**
At least five years of legal practice, preferably with supervisory responsibilities;
Must have job related advanced degree;
J.D. required and a minimum of two years of full-time experience involving all facets of group and individual career counseling in a law school or legal environment or an equivalent combination of training and experience resulting in the possession of the required knowledge, skills and abilities for the position.

KNOWLEDGE, SKILLS & ABILITIES.
- Must have knowledge of the legal profession and related recruiting practices and hiring needs of legal employment;
- Must have ability to work well with a diverse law/student/alumni population;
- Must have outstanding communication skills, both orally and in writing;
- Must have ability to conduct outreach to different constituencies and build relationships;
- Must have demonstrated planning, analysis, organizational and administrative skills, and familiarity with computer technology;
- Must have ability to formulate, implement, conduct, and facilitate career related workshops.

BENEFITS
- Health, dental and vision care insurance plans
- Life Insurance
- UCRP Retirement Plan
- Disability Insurance
- Legal Insurance
- 3+ weeks of vacation starting the first year for full-time employees
- 8 hours accrued sick leave per qualifying month of service for full-time employees
- Thirteen paid holidays per year
- Credit Union
- Pre-Tax Transport Program

THE HIRING PROCESS
To apply, go to: http://hrnetlogin.net/uchastings/app/app.cgi?positionsdesiredtext=Associate%20Director%20-%20Graduate%20Class%20Advisor%20-%20CPD%20May2014

Failure to provide the information as required on the application form including attaching a cover letter and a resume shall immediately disqualify an applicant from employment consideration.

**This position has been designated as “sensitive” and requires a pre-employment background check.**

WHAT TO EXPECT
Applicants who meet the position requirements will be competitively evaluated to identify the individuals whose breadth and depth of experience and education most closely relate to the stated requirements and the needs of the College. Depending on the quality and number of the applications received, only the better qualified applicants may be contacted for an interview. The position is open until filled.

UC Hastings College of the Law is an Equal Opportunity Employer