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 for Recruitment**  
**Office of Career and Professional Development**

**Classification:** Level 3 / Class Code 2015 / Full Time / Exempt / Benefited  
**Hiring Salary Range:** $65,000 - $77,511 annually (commensurate with qualifications)  
**Posting Date:** March 6, 2015

**THE ROLE**
Under the general direction of the Assistant Dean for the Office of Career and Professional Development, the Associate Director for Recruitment is responsible for promoting the school and expanding employment opportunities for students and alumni in a range of employment sectors.

**RESPONSIBILITIES**
Typical duties and responsibilities consist of, but are not limited to, the following:

- Initiates, develops and coordinates on-going outreach/marketing efforts to increase employment opportunities for law students and alumni;
- Develops, cultivates and maintains strategic relationships with employers and alumni in a range of employment sectors, including law firms, government agencies, non-profits and private companies;
- Generates employment opportunities for students and alumni by conducting outreach to employers, including in-person visits and phone calls, written correspondence and marketing materials and event attendance;
- Creates and maintains close relationships with alumni, faculty and administration to optimize outreach efforts;
- Serves as liaison between student and alumni job seekers and employers to facilitate the recruitment process and maximize employment outcomes;
- Analyzes the job market to identify market trends in order to assist the counseling staff in providing current information to students and the Asst. Dean to target marketing efforts to professional employers. Produces relevant reports;
- Manages fall and spring on campus interview programs. Writes and directs procedural information to students and employers regarding OCI and other recruiting programs. Designs and delivers student orientations and manages the on-campus interview revenue collection;
- Consults with students and employers on a regular basis regarding legal recruiting, market trends, interviewing, and other marketing issues. Counsels students and alumni as needed on career and professional development topics;
- Contributes to and enhance the reputation of the law school among employers through participation in legal and professional associations such as the Bay Area Legal Recruitment Association and the National Association for Law Placement;
• Manages the extensive employer database;
• Other related duties as may be assigned.

REQUIREMENTS
EDUCATION AND EXPERIENCE
• Candidates must have a J.D. degree and a minimum of two years’ experience practicing law or serving as a legal recruiter/administrator or law school career counselor. Studies in Marketing a plus. Close familiarity with the Bay Area legal market is highly desirable.

KNOWLEDGE, SKILLS & ABILITIES.
• Excellent relationship development and cultivation skills. Outstanding verbal and written communication skills; excellent organizational and information management skills, including use of recruiting software and databases, basic statistics and reporting software;
• High level of self-motivation and direction; and proven ability to take a creative and innovative approach to problem-solving. Knowledge of the legal professional and the hiring needs of legal employers. Ability to work with a diverse group of internal and external clients and constituencies;
• Ability to plan, coordinate and manage multi-tasks. Interact professionally with all segments of the legal community and law school. Ability to work well independently and collaboratively with a fast-paced, team environment. Meet established deadlines;
• Good listening and counseling skills;
• Willing to work extra hours during peak periods;
• Strong sense of humor a plus.

BENEFITS
• Comprehensive medical, dental and vision insurance coverage
• Life Insurance
• University of California Retirement Plan (defined benefit)
• Disability Insurance
• Legal Insurance
• Generous vacation and sick leave
• Thirteen paid holidays per year
• Pre-tax Retirement Savings Programs
• Flexible Spending Accounts for transportation-related, healthcare and dependent care expenses

THE HIRING PROCESS
To apply, go to:
http://hrnetlogin.net/uchastings/app/app.cgi?positionsdesiredtext=Associate%20Director%20Recruitment%20CareerOffices%20Mar2015

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.**

Federal law requires employers to provide reasonable accommodation to qualified individuals with disabilities. Please contact Human Resources if you require a reasonable accommodation to apply for a job. Examples of reasonable accommodation include making a change to the application
process, providing documents in an alternate format, using a sign language interpreter, or using specialized equipment.

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