

**WE ARE NEW YORK'S LAW SCHOOL****Graduate Alumni Recruiter**

New York Law School (NYLS), located in the heart of Tribeca, seeks a Graduate Alumni Recruiter who will work with the Office of Admissions and Financial Aid to recruit prospective law students. During the fall semester, the Graduate Alumni Recruiter will effectively and enthusiastically convey information to prospective applicants at on- and off-campus recruiting events. The recruiter will answer questions that relate to NYLS's academic programs, admission requirements, student life, and career services. In addition, he or she will be responsible for presenting to college-level classes and student organizations and sending follow-up communications to those groups as needed. The Graduate Alumni Recruiter must make his or her own travel arrangements and document all expenses to submit for reimbursement. Additionally, the recruiter may assist in conducting campus tours and office administrative duties as needed at NYLS.

**Responsibilities**

- Recruitment: 50%
- Campus tours: 25%
- Other admissions support: 25%

**Requirements**

- A degree from NYLS and extensive experience with the School's extracurricular or co-curricular activities
- Ability to effectively and enthusiastically communicate the distinctive strengths and benefits of an NYLS legal education to multiple audiences, including prospective students of different backgrounds, pre-law advisers, and faculty members at undergraduate colleges
- Ability to travel outside of the state
- Excellent interpersonal and oral communication skills
- Attention to detail and student-focused approach
- Ability to work independently and effectively manage time
- Valid driver's license

This is a seasonal position. The assignment is scheduled to begin on September 9, 2019 and to end on or around November 22, 2019.

**How to Apply**

Please submit a resume, cover letter, and [job application](#) to Kitty Montanez, Associate Director of Human Resources, at [jobs@nyls.edu](mailto:jobs@nyls.edu).

**About New York Law School**

Founded in 1891, New York Law School (NYLS) is an independent law school located in the heart of New York City's legal, government, financial, and emerging tech centers. Known as "New York's law school," NYLS embraces the city as its classroom by complementing a rigorous legal education with an innovative and diverse set of "uniquely New York" experiential learning opportunities. Since opening its doors, NYLS has produced graduates who have gone on to hold high elected and appointed office in the city, lead large and small firms, and gain broad recognition as captains of business and industry. Its renowned faculty of prolific scholars has built the School's strength in key areas of the law, including business and finance, intellectual property and privacy, and government and public interest law. NYLS has more than 18,000 graduates and currently enrolls more than 900 students in its J.D. programs. The School also offers an advanced-degree program in Tax Law.