Executive Director, Employer Relations and Outreach

New York Law School (NYLS), located in the heart of Tribeca, seeks an Executive Director for Employer Relations and Outreach who will be responsible for the development of a comprehensive and creative strategy to connect New York Law School students and alumni to employment opportunities within the legal, business, government, and nonprofit communities. The Executive Director is responsible for the cultivation and preservation of employer relationships and for providing expedited hiring services for employer participation in recruitment programs. The Executive Director manages the administrative and support staff associated with these efforts. The Executive Director is also integral to planning and executing workshops and training for students to help them prepare for their job search.

At NYLS, all team members within the Office of Academic Planning and Career Development are expected to collaborate with each other and our students to help them achieve their academic goals, personal aspirations, and professional success. Our dual-focused mission endeavors to be student-centered, culturally aware, holistic, inclusive, and strategic. The Executive Director is a member of a team that operates in a fast-paced office and works with students and employers on a year-round basis.

The Executive Director will seek opportunities to contribute to an effective team environment and help to create and maintain an inclusive, accessible, and professional atmosphere in the Office. In addition, this person must understand the importance of cultural awareness and agility and commit to working effectively with individuals from diverse backgrounds.

The Executive Director reports directly to the Associate Dean for Academic Planning and Career Development and is expected to maintain regular communication with the Office of Institutional Advancement to ensure proper coordination of efforts related to alumni engagement.

Responsibilities

Employer Development: Identify, target, and cultivate employers to participate in our fall and spring recruitment programs, and to list job announcements with the office; lead development of career planning marketing messagings and materials to various employment markets; analyze employment market trends and employer hiring histories of NYLS students and graduates.

Alumni Engagement: Identify opportunities to engage alumni in providing employment opportunities for NYLS students and alumni and work with the Office of Institutional Advancement to otherwise foster positive relationships with NYLS alumni, including liaising with the Alumni Association, developing and implementing networking events and other programs, contributing to alumni-related communications in print and social media, coordinating with targeted segments of the alumni body (such as regional chapters), and other opportunities as they arise.

Institutional Coordination: Build supportive alliances with the academic centers, our externship program, faculty, Office of Marketing and Communications, Office of Admissions, and the Federal Work Study program.

Recruitment Programs: Manage invitation, registration, scheduling, and operation of the fall and spring recruitment programs; prepare student materials and conduct presentations to explain and orient students to these programs; coordinate with the Assistant Dean for Public Service and Pro Bono Initiatives as needed.

Workshops and Programming: Consistent with the Office’s annual plan, develop and facilitate effective workshops and programming for students to access in preparation for their professional careers. Coordination with the academic centers and the Office of Institutional Advancement is expected and encouraged.

Supervision and Operations: Manage resources and infrastructure including technology, information collection, tools, and processes. Manage support, administrative and professional staff.
Data Collection and Reporting: Maintain consistent communication with colleagues who handle employment statistics collection to ensure that the institution is reporting the most accurate information to our regulators and raters. Proper documentation in Symplicity or related software systems is expected to ensure that the full team is able to access details on individual students at all times to ensure that coordinated advising is provided to all students.

Strategic Planning: Collaborate with the Associate Dean in thoughtful formulation of goals, initiatives, and projects to enhance the provision of academic planning and career development services to students and alumni and to enhance the overall working environment between the Office of Academic Planning and Career Development, the Office of Student Life, and the Office of Academic and Bar Success Initiatives.

Requirements

- J.D. with 3+ years of experience in the practice of law—substantial experience in employer relations, recruitment, or partnership development can substitute for law practice experience.
- Management experience in a results-oriented environment
- Demonstrated understanding of marketing and sales and a creative vision for developing employment opportunities for law students and alumni
- Demonstrated ability to make connections and build alliances and the ability and interest in networking actively with alumni and potential employers, including at evening and weekend events
- Experience working with online databases, including Symplicity and Banner or similar job and student information system databases
- Sensitivity to the needs of diverse and multicultural constituencies and interest and aptitude in working within a diverse community
- Excellent presentation and verbal skills
- Ability to plan and organize events, workshops, and other projects.
- Ability to travel locally for in-person meetings to build relationships with current and potential employers of NYLS students and alumni
- Organizational skills to handle multiple projects and ability to juggle priorities in a fast-paced office

Compensation

The position offers a salary range of $110,000 to $120,000. Compensation includes a competitive benefits package.

How to Apply

Please submit a cover letter highlighting your qualifications and your interest to join NYLS and curriculum vitae to Kitty Montanez, Associate Director of Human Resources, at jobs@nyls.edu.

About New York Law School

Founded in 1891, New York Law School (NYLS) is an independent law school located in Tribeca, 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 financial services, intellectual property and privacy, and government and public interest law. NYLS has more than 18,000 graduates and currently enrolls around 1,100 students in its full-time and part-time J.D. programs. The School also offers an advanced-degree program in Tax Law.

New York Law School is an Equal Opportunity Employer

All qualified candidates will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, gender expression, national or ethnic origin, age, disability, or veteran status, or any other characteristic protected by law.