

**WE ARE NEW YORK'S LAW SCHOOL**

Director for Academic Planning and Career Development

Advisor to 3L/4L Evening Students and J.D. Advantage Careers

New York Law School (NYLS) seeks a strategic and innovative Director to join the dynamic team of dedicated professionals in the Office of Academic Planning and Career Development. The Director of Academic Planning and Career Development reports to the Associate Dean for Academic Planning and Career Development and is responsible for providing individual counseling to students throughout their final year of law school (3L Day Division and 4L Evening Division) and in the few months preceding. The Director will also serve as a special advisor to any student or recent graduate interested in exploring a J.D. Advantage (JDA) career. In the case of recent graduates, the Director will work closely with the graduate's advisor to support a successful transition from law school to legal practice during the 10 months following graduation. In addition, the Director will help develop partnerships with law firms, corporate counsel offices, in-house counsel offices, government agencies, and other relevant organizations to increase opportunities for all students—especially 3L/4L evening students and recent graduates—to gain experience, find employment, and expand their professional networks. This role is part of a team that works in a fast-paced, flexible office delivering advising services year-round in both one-on-one and group settings, including in remote formats.

The successful candidate must exhibit collegiality in a team environment and the ability 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.

Responsibilities

Career Counseling

Counsel 3L Day Division and 4L Evening Division students on career path identification, targeting employers by practice area and setting, networking skills, setting experience- and relationship-building goals, crafting cover letters, interview preparation, fielding job offers professionally, salary negotiation, and related topics. Work with the Alumni Advisor to help graduating students transition into practice.

Academic Planning

Provide academic counseling to 3L Day Division and 4L Evening Division students on all aspects of their academic program of study with an eye toward completing all remaining graduation requirements. Ensure that their selection of upper-level electives enhances their professional and personal goals. Work closely with the Office of Academic and Bar Success Initiatives to ensure that the students receive coordinated programming and messaging on how to be most accountable and successful in their legal studies and bar preparation.

Specialized J.D. Advantage Counseling

Counsel students and recent graduates regarding JDA career paths and opportunities. Collaborate with other counselors in the Office of Academic Planning and Career Development to develop programming focused on JDA opportunities. Work with various NYLS Centers and Institutes to engage alumni in JDA roles and build relationships with JDA employers. Collaborate with the Director for Employer and Alumni Relations to conduct employer outreach and expand employment opportunities in the JDA space.

Partnership Development

In cooperation with the Director for Employer and Alumni Relations, develop relationships with bar associations and other organizations that will help create networks for students. Develop programs, panels, training sessions, and networking events for students to connect with attorneys. Coordinate efforts with the Office of Institutional Advancement as needed.

Strategic Planning

As they relate to this position's essential functions and in collaboration with the Associate Dean, set strategic goals and devise plans to achieve them throughout the subsequent semesters and years.

Data Collection and Reporting

Maintain consistent communication with colleagues who handle employment statistics collection to ensure that NYLS is reporting the most accurate information to our regulators and raters. Ensure proper documentation in Symplicity or related software systems so that the entire team can access individual student details and confirm that coordinated advising is provided.

Other

This position may offer the opportunity to contribute to broader institutional initiatives and assume other responsibilities as directed by the Associate Dean for Academic Planning and Career Development.

Requirements

- A J.D. degree, two or more years of experience in law practice, and a thorough understanding of JDA careers.
- Excellent counseling skills. Preference given to candidates with previous law career counseling experience.
- Effective interpersonal skills in working with students, faculty, alumni, and professional colleagues.
- Sensitivity to the needs of diverse and multicultural constituencies and interest and aptitude in working within a diverse community.
- Strong grammar, writing, and editing skills sufficient to effectively proof application materials and draft correspondence and resource materials.
- Ability and interest in actively networking with alumni and potential employers—including at evening events—on behalf of the School and the student body.
- Organizational skills to handle multiple projects and ability to manage priorities in a fast-paced environment.
- Extensive PC computer skills required, including experience with the Microsoft Office suite of programs including Word, Excel, and PowerPoint.
- Experience working with online databases. Preference for candidates with experience working with Symplicity and Banner or similar job and student information system databases.

Compensation and Benefits

The position offers an annual salary range of \$95,000.00 to \$105,000.00. We offer a highly competitive compensation and benefits package.

How to Apply

Please submit a cover letter and CV 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.