

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

## **Executive Director of Recent and Experienced Grad Advising**

New York Law School (NYLS), located in the heart of Tribeca, seeks a highly motivated Executive Director of Recent and Experienced Grad Advising. The Executive Director is responsible for counseling and program development for recent graduates and more experienced alumni, as well as supporting and managing the reporting process for the American Bar Association (ABA) Employment Disclosure and National Association for Law Placement (NALP) Employment Reporting. The Executive Director reports to the Associate Dean for Academic Planning and Development.

The Executive Director must exhibit collegiality in a team environment and the ability to create and maintain an inclusive, accessible, and professional atmosphere in the Office of Academic Planning and Career Development (OAPCD). In addition, this person must understand the importance of cultural awareness and agility and commit to collaborating effectively with individuals from diverse backgrounds.

### **Responsibilities**

#### **Counseling**

Counsel recent graduates and more experienced alumni regarding: the development of job search strategies; drafting résumés, cover letters, and writing samples; finding and researching post-graduate positions; interviewing; networking; and hiring/salary negotiations.

#### **Writing and Reporting Responsibilities**

Help to lead the process for collection, analysis, and reporting of employment outcomes to the ABA and NALP on an annual basis, ensuring that the institution has a complete survey from every graduating student on an annual basis. Also on an annual basis: review and analyze outcomes for strategic planning and other purposes; and prepare reports for the Associate Dean. Maintain accurate records on employment outcomes that meet the guidelines set forth by the ABA. Maintain a working knowledge of the reporting requirements and manage the collection of data to ensure proper and timely reporting.

#### **Legal Employment Research and Job Development**

Research the legal employment market to stay current; develop and maintain relationships with attorneys and hiring professionals to learn about hiring needs and preferences, both to better advise alumni and to develop new employment opportunities for graduates; and perform any additional duties as may be assigned by the Associate Dean. Build personal connections with employers in the public sector, the New York State Judiciary, and the private sector.

#### **Programming**

Develop and implement career-related presentations, workshops, and programs. Work with outside organizations and consultants to develop co-sponsored, career-related programming. Assist the OAPCD team with events and networking receptions with law firms, public sector agencies, public interest organizations, and other employers to introduce alumni to practitioners.

#### **Resource Development**

Develop, edit, and distribute a bi-weekly newsletter for recent graduates that includes career planning materials and handouts, highlighted job opportunities, and networking opportunities. Develop and maintain career planning resources for recent graduates (e.g., application preparation, mock interviews and questions, creating a target list).

### **Representation of OAPCD and Networking**

Develop and maintain relationships with law faculty, administration, and career services and counseling professionals, especially the Office of Institutional Advancement. Represent OAPCD at conferences, meetings, and events associated with the NALP, New York-area bar associations, and other legal, educational, and career-related organizations.

This role 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.

### **Qualifications/Requirements**

- J.D. with 4 years of experience in the practice of law is required
- Excellent counseling skills. Preference given to candidates with previous 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 with a diverse community.
- Excellent grammar, writing, and editing skills are sufficient to effectively review application materials and draft correspondence and resource materials.
- Excellent presentation and verbal skills sufficient to effectively articulate concepts in counseling sessions and presentations.
- Ability to plan and organize events, workshops, and other projects.
- Ability and interest in networking actively with alumni and potential employers, including at evening and weekend events, on behalf of the school and the student body.
- Organizational skills to handle multiple projects and ability to juggle priorities in a fast-paced office.
- Experience working with online databases. Preference for candidates with experience working with Symplicity and Banner or similar job and student information system databases.
- This is a five-day work week (M-Fri), salaried, exempt position, ineligible for overtime compensation. Position regularly requires evening hours and occasionally requires weekend hours. Regular local travel and occasional regional and national travel are required for industry conferences and meetings.

### **Compensation and Benefits**

This position offers an annual salary range of \$100,000 to \$115,000. Compensation includes a competitive benefits package.

### **How to Apply**

Please send a résumé and cover letter, including salary requirements, 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 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 20,000 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.