

**WE ARE NEW YORK'S LAW SCHOOL****Director for Academic Planning, Career Development, and Judicial Clerkships**

New York Law School (NYLS) seeks a strategic, innovative, and collaborative Director for Academic Planning, Career Development, and Judicial Clerkships to join the Office of Academic Planning and Career Development. Reporting to the Associate Dean for Academic Planning and Career Development, the Director provides academic and career counseling to an assigned section of Day Division students, oversees judicial clerkship advising and programming, and administers the Cannataro Summer Judicial Fellows Program.

The Director serves as the primary institutional resource for students and alumni pursuing federal, state, and local judicial clerkships. The Director will provide comprehensive advising throughout the clerkship process; develop relationships with judges, chambers, current and former judicial clerks, faculty, alumni, and relevant professional organizations; and create programs and resources to increase students' awareness of and competitiveness for judicial clerkship opportunities. The Director also oversees the Cannataro Summer Judicial Fellows Program and related summer judicial internship opportunities, coordinating relationships with participating judges and chambers, supporting student placements and funding, and developing programming and networking opportunities for NYLS students serving as summer judicial fellows throughout New York State. The Director also provides holistic academic and career advising to an assigned section of Day Division students.

At NYLS, all team members within the Office of Academic Planning and Career Development collaborate with one another and with students to help them achieve their academic goals, personal aspirations, and professional success. Our dual-focused mission of academic and career advising is student-centered, culturally aware, holistic, inclusive, and strategic. Team members work in a fast-paced, flexible office, delivering advising services year-round in one-on-one and group settings, including remote formats. The Director must demonstrate collegiality and collaboration in a team environment and the ability to create and maintain an inclusive, accessible, and professional atmosphere. The Director must also demonstrate cultural awareness and agility and a commitment to working effectively with individuals from diverse backgrounds and experiences.

Responsibilities**Career and Academic Advising**

- Counsel an assigned section of Day Division students on career exploration, career paths, employer targeting, networking, experience-building strategies, application materials, interviewing, evaluating job offers, and other career-related topics.
- Provide academic counseling regarding students' programs of study, graduation requirements, and upper-level course selection, and work with the Office of Academic and Bar Success Initiatives to provide coordinated advising and programming related to academic success and bar preparation.
- Work with the Alumni Advisor and other colleagues to support students' transition into practice and provide coordinated career advising.

Judicial Clerkship Advising and Programming

- Serve as the primary advisor and institutional resource for students and alumni pursuing federal, state, and local judicial clerkships, advising on opportunities, judges and chambers, application strategies, materials, recommendations, networking, interviewing, and clerkship offers.
- Develop and deliver workshops, panels, information sessions, and other programs to educate students about judicial clerkships and the application process.
- Manage the annual judicial clerkship recommendation letter process, including educating students and faculty about requirements and deadlines and coordinating timely submission of letters and other application materials.

- Develop and maintain relationships with judges, chambers, court personnel, current and former judicial clerks, faculty, alumni, and relevant professional organizations to expand clerkship opportunities and professional networks for NYLS students and graduates.
- Stay current on judicial clerkship hiring practices and trends; develop resources and communications for students and alumni; and collaborate with faculty and colleagues to identify and support strong clerkship candidates.
- Track and analyze judicial clerkship applications, placements, and outcomes to assess advising and programming and identify opportunities for improvement.

Cannataro Summer Judicial Fellows Program

- Oversee and administer the Cannataro Summer Judicial Fellows Program and related summer judicial internship opportunities, including recruiting and maintaining relationships with participating judges and chambers throughout New York State, coordinating student applications and placements, and advising students throughout the process.
- Coordinate with the Summer Public Interest Funding program and relevant NYLS offices to facilitate funding opportunities for students participating in judicial internships.
- Develop and coordinate supplemental programming for Summer Fellows, including a pre-summer Boot Camp, research workshops, and networking opportunities with judges, law clerks, alumni, and other legal professionals.
- Evaluate the program annually through student and judicial feedback and participation and placement data and recommend enhancements to strengthen and expand the program.

Partnership and Program Development

- In collaboration with the Executive Director for Employer and Alumni Relations and other colleagues, develop relationships with judges, alumni, bar associations, professional organizations, legal employers, and other external partners that can expand professional networks and opportunities for NYLS students and graduates.
- Develop programs, panels, training sessions, and networking opportunities that connect students with judges, attorneys, alumni, current and former judicial clerks, and other legal professionals.
- Contribute to the strategic goals of the Office and recommend enhancements to judicial clerkship, summer judicial fellowship, and career programming based on student needs, outcomes, data, and emerging trends.

Data Collection, Documentation, and Reporting

- Maintain communication with colleagues responsible for employment statistics and data collection to support accurate reporting to regulators, ranking organizations, and other relevant stakeholders.
- Maintain timely documentation of student advising and engagement in Symplicity or related systems and contribute to tracking and assessment of judicial clerkship, summer judicial fellowship, and career advising outcomes.

Requirements

- J.D. with at least three years of relevant legal or professional experience. Prior judicial clerkship experience strongly preferred.
- Excellent counseling, advising, interpersonal, and communication skills, with the ability to build effective relationships with students, faculty, alumni, judges, and legal professionals.
- Experience providing career counseling to law students or attorneys preferred.
- Demonstrated knowledge of the judicial clerkship process, including federal and/or state clerkships. Experience advising law students or recent graduates on judicial clerkships strongly preferred.

- Strong writing, editing, and proofreading skills, with the ability to review application materials and draft correspondence and resource materials.
- Creativity, initiative, sound judgment, and strong organizational skills, with the ability to manage multiple projects and priorities in a fast-paced environment.
- Sensitivity to the needs of diverse and multicultural constituencies and a demonstrated commitment to working effectively within a diverse community.
- Proficiency with Microsoft Office Suite, including Word, Excel, and PowerPoint. Experience with Symplicity, Banner, or similar career and student information systems preferred.
- Ability and interest in developing professional relationships with judges, alumni, current and former judicial clerks, legal professionals, bar associations, and other external stakeholders, including representing the law school at occasional evening events.

Compensation and Benefits

The position offers a salary range of \$95,000 to \$100,000. We offer a highly competitive compensation and 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.

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.