



Employment Opportunity

Posting Date: May 9, 2017
Title: Assistant Director for Career and Professional Development
Status: Full Time

The Assistant Director for Career and Professional Development is responsible for providing career counseling and coaching to students and alumni, including meeting one-on-one with current students and alumni and creating, designing and providing resources and strategies for individual career development and networking. This position will also: design and lead programs; build and maintain relationships with employers and external constituents; develop and expand alumni and employer outreach programs; and collaborate with internal constituents to strengthen Career Development programs.

Qualifications: J.D. required with significant experience practicing law; 3-5 years professional career counseling and/or placement experience with legal professionals; professional contact, interaction and knowledge of legal employers, legal job market and unique aspects of practicing law or using a J.D. for alternative employment opportunities; significant familiarity, experience, connections and understanding of traditional and alternative occupations for legal professionals; superior interpersonal and communication skills; ability to develop and maintain effective working relationships both internally and externally; strong connections with practicing attorneys, judges, and the legal community; high level of energy and creativity; strong organizational skills; knowledge of, and experience with website management and database programs (e.g. Contribute, Symplicity, WordPress, etc.). Ability to work evening and weekend hours as needed to meet programming, student and alumni needs.

To apply please send cover letter and resume, including salary requirements, by e-mail to hr@mitchellhamline.edu; by fax to (651) 290-8645; or by mail to Human Resources, Mitchell Hamline School of Law, 875 Summit Avenue, St. Paul, MN 55105.

Members of under-represented groups are encouraged to apply. AA/EOE.