

Title: Assistant/Associate Director, Experiential & Professional Development

Department: Career Services

Qualifications: J.D. with Admission to the Florida Bar

Job Responsibilities:

Overview: The Assistant/Associate Director, Experiential Program Coordination & Professional Development works directly under the Associate Dean of Career Services & Alumni Affairs. This is a professional position primarily responsible for development and administrative operation of Legal Internships, Externships, Pro Bono and other practical skills development programs. With oversight from Associate Dean and Faculty Committees, the Assistant/Associate Director will work in coordination with the Legal Internship and Externship faculty members to develop, administer, grow and improve programs. This position will inform and educate students on practical skills programs, will advise students on professional and practical skills, provide necessary training and individual guidance. This position involves outreach to students to ensure that they are aware of the Career Services Office and its offerings, including planning events specific to practical skills programs. This position will also assist with conducting research and outreach to employers and alumni in order to identify relevant placement, mentoring and networking opportunities. This position will design and implement data collection and reporting methods. Applicant should be highly motivated, well-organized, and able to work independently to coordinate a wide range of logistical planning and implementation of programs.

Essential Duties:

- Oversee daily activities and administrative functions of the externship, legal internship and pro bono programs.
- Monitor compliance with administrative program requirements.
- Gather and summarize site placement data.
- Schedule and coordinate orientation, registration and education events.
- Schedule and coordinate site visits.
- Meet regularly with students to provide individualized advice and guidance towards participation in experiential programs.
- Provide students with professional development counseling.
- Creation of specific pro bono projects that are a collaboration between community partners and practitioner.
- Expand our commitment to faith-based and non-profit organizations.
- Identify improvements in existing practical skills programs.
- Expand the offerings in our practical skills programs.
- Conduct site visits.
- Work with stakeholders in an effort to increase the visibility and effectiveness of the programs.
- Organize and maintain student files, update the database and prepare reports.

- Research and develop materials for presentations to benefit students as they prepare for internships and externships.
- Design, develop and execute marketing and communication strategies for use in digital and print for students and practitioners.
- Manage the Pro Bono Recognition Program through events, including information fairs, student outreach, maintaining student files and developing the annual student recognition program.
- Assist Associate Dean with improving the breadth of the On Campus Recruitment program by maintaining existing contacts and soliciting new firms and alternative legal employers. Manage administration of the On Campus Recruitment program.
- Other duties as assigned by the Associate Dean for Career Services & Alumni Affairs.

Job qualifications and specifications:

- Must have J.D. degree from an accredited law school with admission to the Florida Bar.
- 1-3 years of experience working as an attorney preferred.
- Familiarity with law school internship/externship programs and ability to speak to programs' strengths.
- Strong interpersonal and communication skills.
- Attention to detail.
- Excellent time management skills and the ability to manage multiple projects.
- Must be a team player.
- Knowledge of the legal professional and legal job search process.
- Knowledge of simplicity preferred.
- Prior counseling or teaching experience preferred.
- Professional contacts within the local and national legal profession preferred.
- Occasional weekend or evening work may be required.

To apply please send you cover letter and resume to HR@avemarialaw.edu