

Pacific, McGeorge School of Law is seeking a Programming & Professional Development Coordinator. Reporting directly to the Senior Manager for Employer Relations and Career Services, the Programming & Professional Development Coordinator will serve as a member of the Advancement, External Relations and Career Development Team. The Programming & Professional Development Coordinator works with the career services staff, faculty, and other program staff of the Law School to plan, develop, implement and manage a full spectrum of programs focused on career skills and professional development education for law students and alumni.

Duties and Accountabilities:

1. Work with CDO staff, faculty and other administrators to design and execute career skills and professional development programs, workshops, and events. Maintain and update department communication and programming timelines.
2. Network with faculty, students, volunteers and alumni to promote, staff, and execute all career and professional development programming. Oversee management of Informal Alumni Mentor Network and Alumni Mock Interview Programs. Develop surveys for constituencies served, and compile innovative ideas to continually improve programming.
3. Write and edit handouts, articles, blogs, and webpage information on all aspects of career planning and career programming.
4. Work with specialized career services management software to input statistics, attendance and outcome notes, plan events, and run reports. Compile and maintain all statistical information on graduate employment for use in national surveys including NALP, ABA, and US News.
5. Read relevant publications, attend seminars, and continually improve career programming for law students and alumni, informed by current market trends regarding legal and alternative employers.
6. As needed, assist with counseling of individuals on career planning and job search strategies, including self-assessment, networking, and skills development. Review resumes and cover letters and conduct mock employment interviews.
7. Other duties as assigned.

Qualifications:

- J.D. degree and minimum of two years legal practice experience preferred.
- Extensive knowledge of the legal profession, the legal employment market, and career options for law students and attorneys.
- Ability to guide, counsel, and establish an excellent rapport with students and alumni to assist them in meeting their career goals.
- Superior writing and editing skills required.
- Excellent interpersonal and customer service skills in working with students, alumni, faculty, the legal community, and professional colleagues.
- Demonstrated organizational and event planning skills.
- Proficient skills in word processing, spreadsheets, databases, and Internet research.
- Proficiency with career management software a plus.
- Flexibility to handle some night and weekend work, including travel.
- Valid driver's license required. Incumbent must also be able to meet the University's fleet rules and be eligible to drive for University business. The University's insurance carrier reserves the right to exclude applicants based on their driving record.

Enjoy our competitive pay, benefits (medical, dental and vision) which start the first of the month following your date of hire, generous amount of vacation, sick and holiday pay, and retirement (403B – mandatory 5% contribution and 10% match upon eligibility).

Application Process:

Please submit your resume, cover letter and salary requirements to: mcgeorgehr@pacific.edu or fax materials to 916.739.7196.

Pacific McGeorge School of Law is an Equal Opportunity Employer.

About University of the Pacific, McGeorge School of Law

University of the Pacific, McGeorge School of Law is among the nation's top law schools and is the only ABA-accredited law school in Sacramento, the capital city of California –the 8th-largest global economy. Pacific McGeorge is particularly renowned for its top-20-ranked international law and advocacy programs.