Position: A04910  
Date: 8.15.17

ADMINISTRATIVE POSITION ANNOUNCEMENT

TITLE OF POSITION:  
Associate Director, Career Planning

DEPARTMENT:  
Career Planning Center, Lincoln Center

The function of the Career Planning Center (CPC) is to empower and support the Fordham Law Community in planning and accomplishing their work and life goals.

RESPONSIBILITIES:  Reporting to the Assistant Dean of the Career Planning Center (CPC) and working with the staff of the CPC, the Associate Director’s responsibilities include:

- **Counseling**: Counseling current J.D. students and alumni, including providing resume critiques and cover letter review, conducting mock interviews and interview prep and providing job search strategy, advice and guidance.

- **Career Development Programming Platform**: Day to day responsibility for coordinating the extensive CPC programming platform including: (i) developing and originating programming ideas to attract students, (ii) general oversight of the day to day logistics of the programming platform, including existing programs, (iii) in collaboration with the other Associate Directors executing programs, refining programming approaches and structures, presenting skills based programs, identifying and engaging alumni to participate and (iv) coordinating with other departments in delivering programs and maintaining a calendar.

- **Career Resources**: Writing career related materials, guides and resources and updating existing materials, guides and resources

- **Student Organizations**: Developing relationships with student leaders in conjunction with role of programming lead, liaising with student groups and organizations in terms of marketing CPC programs. Providing supportive guidance student groups/organizations as they develop their own career related programming.

QUALIFICATIONS:

- Three (3) years’ work experience with a J.D. degree and/or recruiting experience in the legal market.
- Strong knowledge of the broader legal market (public and private sector) with an emphasis on the NYC metro area.
- Preferred – prior experience counseling law students and planning and organizing events.
- Excellent presentation and verbal skills.
- Must be able to interact with students, faculty, staff and administration in a cooperative and professional manner while maintaining the utmost degree of confidentiality.
- Exemplary project management and organizational skills necessary to handle multiple projects and juggling priorities in a fast paced office environment.
- Self-starter that works well independently but also a team-player that works well on projects as a member of a group. Likes to innovate and try new approaches.

SALARY:  
Commensurate with experience

STARTING DATE:  
ASAP

SEND RESUME/Cover LETTER TO:  
Darin Neely  
Asst. Dean for Administration  
lawresumes@law.fordham.edu

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