



UC HASTINGS

COLLEGE OF THE LAW

EST. 1878

The University of California Hastings College of the Law was founded in 1878 as the law department of the University of California and was the first law school in California. Over the years, it has built a legacy and reputation of being a preeminent institution comprised of renowned faculty committed to the study of legal theory and research, preparing students for careers in the judicial system, public service, and industry.

The College is redefining legal education through an experiential, interdisciplinary, and international approach to the law. By integrating rigorous academics with hands-on practice, the College is preparing its graduates to tackle the legal challenges—and leverage the opportunities— of the 21st century.

Associate Director(*) / Director(**) of the Alumni Mentor Program Career Development Office

Classification (*/**):

(*)Level 3 / Associate Director / Class Code 1725 / Exempt / Full-time / Benefited

(**)Level 4 / Director / Class Code 6111 / Exempt / Full-Time / Benefited

Hiring Salary Range (*/):** \$72,000 - \$82,000 annually (commensurate with qualifications)

Posting Date: February 5, 2018

THE ROLE: Associate Director / Director

The key roles of the Associate Director/ Director of the Alumni Mentor Program include leading and managing resources and programs in support of student and alumni career development, specifically professional relationship cultivation. This individual will be the face of the program to alumni, and will promote alumni engagement in the mentor program, in addition to designing and providing resources to train and support alumni to be excellent mentors. The person in this role will have weekly meetings with the Assistant Dean of Career Development, will attend the weekly staff meetings of the Career Development Office, and will be responsible for executing programs in ways that forward the CDO mission, the learning outcomes and strategic goals of the CDO, and promotes supporting individual students in the creation and execution of their personal Professional Development Plan.

In supporting the execution of the mission and student outcomes of the CDO, the Associate Director / Director will also provide career counseling and coaching to students and alumni, develop print, video, and web resources related to professional development and specifically relationship cultivation and other proactive job search techniques, and will arrange, as needed, for mock interviews with counselors or alumni throughout the school year to supplement the bi-annual Mock Interview program. The incumbent will need to redesign and continuously improve the Alumni Mentor Program, professional development workshops, student organization presentations, the bi-annual Mock Interview Program, any training and outreach to alumni mentors, and other resources to improve these programs and student learning on networking and mentor cultivation.

RESPONSIBILITIES: Associate Director / Director

Typical duties and responsibilities consist of, but are not limited to, the following:

- Provides on-going individualized career and job search counseling sessions pertaining to pro-active job search strategies, resume/cover letter and interview preparation. Delivers nuanced and detailed feedback on student and alumni job application materials.
- Maintains strategic relationships with the existing large alumni mentor pool. Recruits, as needed on a strategic basis, additional alumni to serve as on-going mentors to JD and LLM students and to enlist their participation in related career-development panels and programs.
- Maintains the online databases used to manage both the Alumni Mentor Program and the Mock Interview Program.
- Facilitates the relationship between mentors and students and trouble-shoots problems as they arise.
- Plans annual Alumni Mentor Reception.
- Plans Fall and Spring Mock Interview program with local attorneys.
- Designs and delivers trainings/workshops/programs to teach relationship cultivation skills and other techniques related to a self-initiated job search.
- Prepares career related articles, handouts, videos and blog posts for publication. Updates related portions of Career Office website.
- Collaborates with other campus departments on related activities, including the Alumni Office, Communications, LEOP, Clinics, Academic Centers, and Faculty Student Advisors.
- Oversees Fall Student Organization Alumni Mentor programs by reaching out to student leaders, developing templates for students to use, and matching student organization members with mentors.
- Plans and leads Developing Mentors workshop for Inns of Court Professional Development module, trains Career Office staff in delivery of program.
- Works with Upper Division faculty to develop lists of mentors practicing in their subject area and develops messaging for Upper Division classes.
- Acts as liaison with bar association groups with mentor programs to promote the programs on campus to UC Hastings students and to help programs best support student needs.
- Stays abreast of literature on effective mentoring in the legal and related professions and recommend modifications to school programs.
- Liaises and coordinates with the Alumni Office to identify potential mentors; keeps Alumni Office informed of mentor participation and mentor volunteer efforts.
- Other related duties as may be assigned.

REQUIREMENTS

EDUCATION AND EXPERIENCE

Associate Director:

- J.D. and at least two years of legal practice required.
- Advanced degree in a related field preferred and a minimum of one year of group and individual career counseling experience in law placement in an institution of higher education or other legal environment with demonstrated organizational, interpersonal, communication and counseling skills, and demonstrated experience in delivering group presentations and in preparing written career related materials or an equivalent combination of training and experience resulting in the required knowledge, skills and abilities.

Director:

- J.D. required; bar admission in any state strongly preferred – to understand and develop programming for law students.
- CPC (Certified Professional Coach) highly desired.
- Five years' experience in legal practice and/or individual legal career counseling or legal professional development coaching.
- Demonstrated organizational, interpersonal, communication and counseling skills, and demonstrated experience in delivering group presentations and in preparing written career related materials or an equivalent combination of training and experience resulting in the required knowledge, skills and abilities.

KNOWLEDGE, SKILLS & ABILITIES

- Sophisticated knowledge of the legal profession and career counseling methodology and techniques; demonstrated ability to work with a diverse law student/alumni attorney population; ability to conduct group workshops; demonstrated organizational and administrative skills; ability to raise funds and secure donor support for programming; project management for both small and large, complex events; outstanding attention to ability and superior editing skills; familiarity with computer technology, specifically Microsoft Office Suite and a relational database; outstanding oral and written communications skills.

BENEFITS

Health and Welfare Benefits

- Comprehensive medical, dental and vision insurance coverage
- Flexible Spending Accounts for transportation-related, healthcare and dependent care expenses
- Employee Assistance Program

For your Financial Future

- Life Insurance
- Disability Insurance
- Legal Insurance
- University of California Retirement Plan (defined benefit option offered)
- Deferred Compensation Plans/Pre-tax Retirement Savings Programs

For your Work/Life Balance

- Fourteen paid holidays per year
- Generous vacation and sick leave
- Commuter Benefits Program

THE HIRING PROCESS (*/**)

To apply, go to:

<http://hrnetlogin.net/uchastings/app/app.cgi?positionsdesiredtext=Associate%20Director%20%20Director%20Alumni%20Mentor%20Program%20Feb2018>

Failure to provide the information as required on the application form including attaching a cover letter and a resume shall immediately disqualify an applicant from employment consideration.

Please Note: *This position has been designated as “sensitive” and requires a pre-employment background check.*

Federal law requires employers to provide reasonable accommodation to qualified individuals

with disabilities. Please contact Human Resources if you require a reasonable accommodation to apply for a job. Examples of reasonable accommodation include making a change to the application process, providing documents in an alternate format, using a sign language interpreter, or using specialized equipment.

WHAT TO EXPECT

Applicants who meet the position requirements will be competitively evaluated to identify the individuals whose breadth and depth of experience and education most closely relate to the stated requirements and the needs of the College. Depending on the quality and number of applications received, only the better qualified applicants may be contacted for an interview. **The position is open until filled.**

UC Hastings College of the Law is an Equal Opportunity Employer