

7/31/07 from Sari Zimmerman, Director of Hastings Career Services:

**ASSOCIATE DIRECTOR FOR PUBLIC INTEREST, CLERKSHIP AND  
LL.M PROGRAMS**

**OFFICE OF CAREER SERVICES**

**Hiring Salary Range: \$46,128 - \$64,578**

**Salary Range: \$ 46,128 - \$83,028**

**Commensurate With Qualifications**

**Excellent Fringe Benefit Package**

**(Position is Temporary to Direct Hire Pending Board Approval)**

***POSITION DESCRIPTION***

*Under the general direction of the Director of Career Services, the Associate Director for Public Interest, Clerkship and LL.M Programs has specific responsibility for counseling law students regarding judicial clerkships and public interest opportunities as well as counseling and designing programming for foreign LL.Ms. Typical duties and responsibilities include, but are not limited to, the following: counsels law students and alumni regarding public interest opportunities, gathers and disseminates resources related to public interest and fellowship opportunities, designs and delivers career development programming related to public interest and the fellowship application process, serves as school contact and staff for annual Public Interest/Public Sector Legal Careers Day and the annual Public Interest Celebration; coordinates and implements a judicial clerkship program which includes: liaising with faculty clerkship committee, counseling students, gathering and disseminating information and resources related to judicial clerkships and maintaining website of information on the clerkship application process, guiding students through the judicial clerkship application process, tracking and maintaining database of Hastings alumni who have clerked, creating and maintaining an outreach program to local, state and federal judges; coordinate and oversee LL.M student counseling program, including orientation for foreign LL.Ms, design and delivery of career development programs and workshops for LL.Ms. Other related duties as may be assigned.*

**POSITION REQUIREMENTS**

***Education and Experience:*** Bachelors Degree, JD Degree, MA in Career Counseling or Adult Education, and two (2) years of professional work experience in a law school or other graduate school career services department in a counseling capacity or non profit or government legal experience or an equivalent combination of education and experience. Past Public Interest or Clerkship experience is highly desired.

***Knowledge of:*** The legal profession and the hiring needs of nonprofit and government agencies as well as the courts.

***Skills:*** Strong ability to manage and organize time, details and projects efficiently and effectively; computer skills including html; excellent organizational, interpersonal, communications and counseling skills and ability to interact with all segments of the legal community and a diverse law school population; strong sense of humor a plus.

**NOTE**

***\*This position is temporary pending approval by the Board of Directors at their meeting in Sept 2007.***