

(ASSOCIATE) DIRECTOR OF PROFESSIONAL  
DEVELOPMENT - Career Development Office  
UC Law SF

Direct Link: <https://www.AcademicKeys.com/r?job=206785>

Downloaded On: Jun. 10, 2023 10:45am

Posted Mar. 6, 2023, set to expire Jul. 8, 2023

<b>Job Title</b>	(ASSOCIATE) DIRECTOR OF PROFESSIONAL DEVELOPMENT - Career Development Office
<b>Department</b>	UC Law SF
<b>Institution</b>	UC Law SF San Francisco, California
<b>Date Posted</b>	Mar. 6, 2023
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Other Administrative Categories Associate/Assistant Director Director/Manager
<b>Academic Field(s)</b>	Development/Institutional Advancement Academic Advising Administration - General Senior Administration University Administration Other Administrative Departments
<b>Job Website</b>	<a href="https://uclawsf.breezy.hr/p/ada31a8d2a6f-associate-director-of-professional-development">https://uclawsf.breezy.hr/p/ada31a8d2a6f-associate-director-of-professional-development</a>
<b>Apply Online Here</b>	<a href="https://uclawsf.breezy.hr/p/ada31a8d2a6f-associate-director-of-professional-development">https://uclawsf.breezy.hr/p/ada31a8d2a6f-associate-director-of-professional-development</a>
<b>Apply By Email</b>	
<b>Job Description</b>	

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**Career Development Office**

UC Law SF (formerly UC Hastings) 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 modern legal challenges.

**THE ROLE & RESPONSIBILITIES**

Depending on qualifications and experience, the successful candidate will initially be placed in the Associate Director or Director classification. The remainder of this job description uses the term Director as shorthand for either title.

The Director of Professional Development oversees and manages the Career Development Office's professional development programs, including programming required by the ABA. The incumbent will be responsible for designing, producing and presenting programming and creating and maintaining Career Development Office materials with minimal supervision. The Director will have regular meetings with the Assistant Dean for the Career Development Office, under whose department it is directly housed, and will be involved in other Career Office efforts and programming.

The Director will need to assess and continuously improve the programs, resources and advising tools and approaches to support student and alumni career and professional development within this arena. The Director will work with other constituencies, including faculty, faculty committees, the clinics and centers, student organizations, and other departments to promote these goals and to integrate efforts across all sectors of the campus.

The Department is seeking an analytical professional who can assess the efficacy of current programming, can articulate a vision for professional development and professional identity formation programming that has a transformative effect on the student experience and student employment outcomes, and can creatively integrate that vision into our very collaborative CDO.

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

- Counsels and coaches students and alumni concerning career planning and job search strategies, as well as overall professional development
- Creates and delivers professional development programming content and course materials, develops learning metrics and outcomes, evaluates student participation and learning, assesses outcomes, works across departments to enlist support participation in programming
- Oversees the professional development programming for first year students and is responsible for assessing outcomes and developing learning metrics for each incoming class
- Works with Bay Area law schools to maintain relationships, address consortium-wide concerns, and produce professional development events
- Organizes and executes career fairs, panels, and workshops
- Coordinates co-sponsorship of office programs with student organizations including developing content for the events, generating programming ideas and suggesting speakers
- Produces written and on-line materials including handouts, videos, podcasts, and blog entries
- Instructs and assists students in the preparation of effective resumes and associated application materials and correspondence
- Establishes and maintains professional relationships with employers to enhance job opportunities
- Represents office among Professional Development peers in professional organization(s)
- Develops, formulates, implements and evaluates yearly calendar of professional development programs, including workshops, panels and networking events
- Performs other related duties and responsibilities as may be assigned

## REQUIREMENTS

### Education & Experience

- D. Degree and a least three years of legal practice experience (required)
- Demonstrated experience delivering group presentations and preparing career-related educational materials or programming (required)
- Two years of full-time experience involving career and/or professional development counseling in a law school or legal environment (preferred)
- Experience working with diverse communities (including counseling, outreach, and programming) (preferred)

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- Coaching experience and certification (preferred)

**Desired Knowledge, Skills & Abilities**

- Knowledge of the legal profession and related recruiting practices and hiring needs of legal employment
- Demonstrated organizational, interpersonal, communication and counseling skills
- Project management skills, including supervision and training
- Ability to interact with all segments of the legal community and provide programming and resources for a diverse law school population
- Outstanding communication skills, both orally and in writing
- Ability to formulate, implement, conduct and facilitate career related workshops and comfortable presenting to audiences of all sizes

**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 and Legal Insurance
- University of California Retirement Plan (a defined benefit plan)
- Deferred Compensation Plans/Pre-tax Retirement Savings Programs

**For your Work/Life Balance**

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



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This is an exempt, full-time opportunity. The salary range is \$75,000 - \$85,000 annually (commensurate with qualifications), plus an excellent benefits package. To apply: <https://uclawsf.breezy.hr/p/ada31a8d2a6f-associate-director-of-professional-development>

Failure to provide the information as required on the application form and to include a resume shall immediately disqualify an applicant from employment consideration. This position has been designated as "sensitive" and requires a pre-employment background check. **This position is open until filled.**

UC Law SF is an Equal Opportunity Employer.

### EEO/AA Policy

UC Law SF is committed to creating a vibrant academic community in which diverse community members feel they belong. UC Law SF also prohibits discrimination against any person employed; seeking employment; or applying for or engaged in a paid or unpaid internship or training program leading to employment with UC Hastings College of the Law on the basis of race, color, national origin, religion, age, sex, gender, sexual orientation, gender expression, gender identity, gender transition status, sex- or gender-stereotyping, pregnancy, physical or mental disability, medical condition (cancer-related or genetic characteristics), genetic information (including family medical history), ancestry, marital status, citizenship, or service in the uniformed services, including protected veterans. This policy applies to all employment practices, including recruitment, selection, promotion, transfer, merit increase, salary, training and development, demotion, and separation.

### Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

### Contact

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