

Pacific McGeorge School of Law is seeking an outstanding professional to serve as the law school's Employer Outreach/Career Advisor. This is a fast-paced, high volume, yet challenging and rewarding position. The Employer Outreach/Career Advisor is responsible for conducting and coordinating the Employer Outreach Program. The Employer Outreach/Career Advisor provides career planning assistance to students and alumni through individual counseling, document review, workshops, and special programs.

- Market students/alumni and law school programs to appropriate persons. Act as liaison between potential employers and students/alumni. Market school of law, its students and alumni to public.
 - Extensive travel (approximately one-third time) to visit legal employers in California and throughout the country.
 - Create, write, produce and maintain current marketing tools for use in marketing calls to legal employers and anyone else who might have a need for a law student/graduate.
 - Contact and/or join any groups that would help expose our law school and/or students to local legal communities, i.e. bar associations, legal interest groups, legal service groups, etc.
 - Be available (flex hours) to call on any individual or group that expresses interest in our career development program.
 - Stay informed about local "legal and business news" by reading current publications and articles.
- Counsel individuals on career planning and job search strategies, including self-assessment, networking, and skills development.
- Keep current on job trends, avenues of enhancing job search techniques, etc.
- Review resumes and cover letters and conduct mock employment interviews. Read recent publications, attend seminars, and advise law students and alumni about interviewing and resume and cover letter writing techniques.
- Read recent publications, attend seminars, and advise law students and alumni about current market trends regarding legal and alternative employers.
- Design and execute skills programs, workshops, and events.
- Help develop surveys and compile employment statistics for the graduating class.
- Write and edit comprehensive handouts on all aspects of the career planning process.
- Develop an expertise in distinct practice areas or market segments to act as a resource for other staff members, students, and alumni.
- Work with specialized career services management software to input counseling notes, review job postings, plan events, and run reports.
- Protect the confidentiality of information with areas of position responsibilities by preventing unauthorized release, both orally and in writing.

Qualifications:

- J.D. degree and minimum of three years legal practice experience preferred; alternatively, counseling-related or other appropriate master's degree with minimum of two years law-related experience.
- Extensive knowledge of the legal profession, the legal employment market, and career options for law students and attorneys.
- Excellent counseling skills required. Ability to guide, counsel, and establish an excellent rapport with students and alumni to assist them in meeting their career goals.
- 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.

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

Please submit your resume and cover letter to mcgeorgehr@pacific.edu or fax the materials to 916.739.7196. For an online application, please visit www.pacific.edu .

McGeorge 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.