

Pacific McGeorge School of Law is looking for a Manager of Recruitment Programs for their Career Development Office. This is a fast paced and highly rewarding position that assists the Assistant Dean for Career Services in the delivery of a comprehensive career services program for students and alumni of the law school.

**Duties:**

1. Develop and implement marketing outreach strategies. Visit law firms and other employers to cultivate recruiting relationships. Conduct employer visits locally, regionally, and nationally to develop employment opportunities for McGeorge students and alumni. Identify additional employers for outreach in designated strategic geographic areas. Plan and implement strategies that encourage employers to hire law school students.
2. Keep abreast of current recruiting practices and maintain active memberships in the appropriate legal associations, such as Bay Area Legal Recruiters' Association, regularly attending BALRA meetings.
3. Manage, market and implement On-Campus Interview Programs. Solicit additional on-campus interviewers and job listings.
4. Develop, design and implement creative initiatives for marketing and promoting the law school to employers and students.
5. Plan, develop and direct the annual McGeorge Career Night and Job Fair as well as McGeorge participation in local, regional, and national job fairs.
6. Oversee the use and development of the Symplicity online career services management program. Provide expert guidance to employers, students, and CDO staff concerning Symplicity functions, including job postings, OCI module, Mentor Career Resource module, reports, and statistics.
7. Assist with compilation of employment data for annual Employment Report and Salary Survey (ERSS). Coordinate survey responses for NALP, the ABA, *US News*, and other publications.
8. Write, design, and format CDO content for law school website. Manage department budget and accounts payable.
9. Understand and be familiar with current industry and market trends and philosophies. Evaluate recruiting programs, analyze data, report and act on findings.
10. Other duties as assigned.

**Qualifications:**

- Bachelor's degree (B.A.) or equivalent, from college or university preferred. Five years experience in legal recruiting or other law office/law school administration.
- Excellent interpersonal and communication skills required. Ability to establish an excellent rapport with employers and their staffs, students, alumni, and colleagues. Superior writing and editing skills required. Excellent customer service skills in working with the legal community, particularly recruiting administrators and hiring partners, students, and alumni.
- Excellent skills in word processing, spreadsheets, databases, and Internet research. The position requires computer literacy, an understanding and appreciation of career services database software and online resources, and the willingness to respond to the needs of students and employers in an increasingly technologically sophisticated manner.

- Forty hours per week, Monday through Friday, with flexibility to handle night and weekend work, including travel. Local travel will be extensive during certain seasons of the year.

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).

**Application Process:**

Please submit your resume, cover letter and salary requirements to: [mcgeorgehr@pacific.edu](mailto:mcgeorgehr@pacific.edu) or fax materials to 916.739.7196.

Pacific McGeorge School of Law 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 8<sup>th</sup>-largest global economy. Pacific McGeorge is particularly renowned for its top-20-ranked international law and advocacy programs.