

Florida Coastal School of Law (Coastal Law) is currently accepting applications for a Director of Career Services/Externship Counselor.

The Director of Career Services/Externship Counselor primary responsibility will provide instruction, orientation and counseling to the law school's students and alumni in the areas of resume and cover letter preparation, interviewing skills and career planning. He/she will:

- Provide high level career counseling of students and alumni
- Oversee the law school's participation in external job fairs
- Stay well-informed of job opportunities in the legal profession including non-traditional employment opportunities

The Director of Career Services manages all aspects of the office's administration/operations, programming, counseling and business development outreach. The Director facilitates positive communication with all of the constituencies who interface with department. The constituencies include, but are not limited to, the law school's students, alumni, administration and staff, and employers.

Externship Counselor is responsible for managing all aspects of the School's externship program. He/she is responsible for the recruitment of students, promotion of opportunities, growth of agency participation, instruction of corresponding class component, supervision of student participants, and oversight of agency involvement including periodic site visits as required by the ABA. This position also involves instruction of the corresponding class component including teaching classes, participating in mandatory meetings with students, and grading of reflective journals. As a member of the Career Services Department, the Externship Counselor will also have some responsibility with respect to the ERSS data collection process including but not limited to counseling, identification, and placement of graduates.

- Comprehensive student and alumni counseling
- Be the subject matter expert in an assigned area of practice (minority hiring; small firms; judicial clerkships and public interest and government jobs; and mid-sized and large firms) and develop business in that area. This includes attendance at job fairs and professional meetings as appropriate.
- Develop and deliver internal presentations and workshops pertaining to career readiness and job search skills for students, alumni and other CSD counselors (this includes covering material in their particular area of expertise).
- Provide appropriate statistics on student and alumni jobs; MBTI administration; creation of a nationwide job posting bank
- Oversees all business development outreach including conducting employer outreach, interfacing with bar associations across the country and exhibiting at selected conferences. Working with Counselors to create and implement business development plans in specialized areas of practice or counseling.
- Implementation and management of all of the department's operational functions including, but not limited to, the budget, ERSS, the On-Campus Interview program, internal and external marketing, the on-line career center, etc.

- Develop and supervise the achievement of the department's annual goals or Departmental Action Plan (DAP).
- Managing all of the department's educational programming including events.
- Directing specialized projects created to help our students gain experience, find work and/or become more proficient in their job search skills (e.g. Networking Clubs, Externship Program, Law Clerk Matching Salary Program, Post Graduate Public Interest Employment Program, Senior Lawyer Retirement/Mentorship Program, etc.
- Acting as the CSD's liaison with other departments and faculty in the law school.
- Placing externs into placements.
- Teaching externship class component (instruction and grading)
- Supervising extern participants (including individual meetings)
- Managing external agency placements (including site visits and securing new placements).
- Qualifying all new externships according to the ABA.
- Assisting with the ERSS Program including counseling of graduates.

Qualifications:

- JD Required.
- Required: Active license to practice law or eligibility to practice law.
- At least 10 years combined experience recruiting in a professional service firm or counseling in a graduate level career service department. Counseling skills are essential; experience recruiting candidates for the legal industry or marketing a plus.
- Preference for candidates with 2 or more years of legal practice experience. Preference for candidates with prior law school teaching experience. Prior supervision of externs a plus.

For consideration of this position, please submit a cover letter and your resume to humanresources@fcsf.edu.

Direct applicants only. No recruiters please.

We are proud to be an Equal Employment Opportunity employer and value diversity. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender, gender identity or expression, national origin, age, disability status, protected veteran status, or any other characteristic protected by law. All employment is decided on the basis of qualifications, merit and business need.