



### **PROFESSIONAL POSITION DESCRIPTION**

**Position Title:** Director of Career Development  
**Division:** P-Law  
**Department:** University of Maine School of Law  
**Location:** Office on Portland campus  
**Schedule:** Regular, full time, with nights and weekends as required  
**Reports to:** Dean for Student Services

---

**STATEMENT OF THE JOB:** Responsible for the administration, planning and development of career services for law students and alumni/ae.

---

#### **ESSENTIAL FUNCTIONS:**

- Provide individual and group career counseling to students and alumni/ae for legal and non-legal career opportunities.
- Develop and maintain contacts with legal and non-legal employers throughout Maine, the New England region, and beyond (involves occasional out-of-town travel).
- Implement a full range of programs for students, including career skills workshops, interviewing and mentoring programs, informational discussions, and panel presentations. Support student organizations with career-related programming.
- Communicate with students regularly through email and otherwise to ensure that students have access to timely information about career-related events and opportunities and professional development.
- Develop and maintain guides and other resource documents to assist students with their career development and job search.
- Maintain an up-to-date job board for law students and alumni/ae. Publish periodic job postings for alumni/ae.
- Evaluate and maintain subscriptions to job search databases to assist students' job search. Maintain a career resources library.
- Provide mentoring and networking opportunities for students and alumni/ae.
- Critique and review student application materials including resumes, cover letters, reference lists and writing samples.
- Plan and implement on-campus interview programs (virtual or otherwise).
- Compile and disseminate job trend information and law school statistical data, including compiling and reporting graduate career outcomes information for the American Bar Association, National Association for Legal Placement, and others as appropriate.
- Work with the Northeast Law School Career Consortium to share information and best practices about how to support students and connect with regional employers.
- Serve as liaison for the Career Development Office to the law faculty.

- Represent the Law School on public-facing panels and task forces and at other events as appropriate.
- Provide reciprocity letters for students and alumni and respond to requests from career services professionals at other Law schools.
- Provide outreach opportunities for alumni/ae, including facilitating educational workshops and seminars.
- Oversee the selection and award process for various Law School summer fellowship programs.
- Collaborate with members of the Student Services Team to develop student professionalism.
- Additional duties as reasonably assigned.

**SPECIAL ESSENTIAL FUNCTIONS/RESPONSIBILITIES\*:**

- Broad access, including but not limited to master key or swipe card access, to University facilities, residences, or apartments.
- Direct responsibility for safety and security of employees, students, minors, and/or visitors or property.
- Control over, access to, or security of restricted levels of information technology systems that would allow the person to harm the IT systems or the information contained in them.
- Ability to drive a University vehicle and provide proof of a valid driver's license.
- Ability to drive colleagues, students or others and provide proof of a valid driver's license.
- Ability to provide own transportation (fully-insured vehicle), provide proof of a valid driver's license, and compliance with Maine law regarding vehicle insurance.
- Work on federally funded projects.

---

**SUPERVISORY RESPONSIBILITIES:** Supervises an administrative coordinator for Career Development, Field Placement Programs, and Pro Bono.

**BUDGET RESPONSIBILITIES:** Responsible for the preparation of and expenditures under the annual Career Services Office budget.

**PUBLIC AND PROFESSIONAL ACTIVITIES RELATED TO JOB PERFORMANCE:**

Member, National Association for Law Placement (NALP)

Member, Northeast Law School Career Consortium

**INTERNAL AND EXTERNAL CONTACTS:**

**Internal:**

**External:**

**KNOWLEDGE, SKILLS, AND ABILITIES:**

---

## QUALIFICATIONS:

### Required:

- J.D. degree or a master's degree in counseling, student personnel, higher education administration or a related discipline and strong interpersonal, counseling skills and communication skills (writing and public speaking).

### License/Certifications:

- Must have passed a state bar exam; current license not required but preferred.

### Preferred:

- Familiarity with local and regional legal markets, experience in a legal career services or recruitment position or law practice experience.

---

***\*NOTE:** All individuals who are recommended to fill and subsequently offered a position with **special essential responsibilities** as listed above, or other licensure or certification, shall have the following additional applicable background screening completed (in addition to regular and standard background screening) based on the responsibilities of the position: Credit history screening, and/or Sex offender registry screening, and/or Federal criminal history screening and/or License/certification verification.*

---

### For Human Resources Use

**Date Approved:**

**Date Revised:**

**Job Family:** 18

**Salary Band:** 06

**Unit:**

**CUPA code:**

**Employee:**

**Position #:** 00013462