Director of Career Services and Scholarships – School of Law

**Definition of Class**

The incumbent in this position oversees and directs the activities of the School of Law Career Services Office. The incumbent develops and supervises career planning and recruitment programs for law students and law alumni; plans and implements marketing strategy for identifying a diverse group of potential employers; and participates in scholarship selection and coordinates scholarship awards. Incumbent exercises supervision office staff and exercises discretion and independent judgment on a regular basis.

**Examples of Work Performed**

Directs the daily activities of the Career Services Office within the School of Law.

Develops and implements career planning and recruitment programs.

Provides counseling to students and alumni in career planning skills and job search strategies.

Assists current law students and law alumni in obtaining legal positions.

Coordinates training skills workshops and career forums.

Manages on-campus interviewing (OCI) program.

Develops relationships with potential employers and aggressively seeks information about employment opportunities.

Develops effective working relationships with students, alumni, staff, and other placement professionals.

Maintains and enhances career services resource materials.

Coordinates technology efforts of unit by determining appropriate career services software and on-line resources. Maintains career services database.

Provides innovative on-line resources to student body as it relates to career planning and job searches.

Identifies and analyzes trends in the legal profession and student employment patterns.

Produces and analyzes reports for internal and external use.

Works closely with University personnel to determine scholarship availability and coordinates programs to assist in scholarship funding.

Participates in scholarship selection and serves as liaison between scholarship committee and student body.

Coordinates the awarding of scholarships to incoming and current students.

Travels to various conferences, seminars, and job fairs as needed.

Supervises and coordinates the work of assigned personnel.
Performs similar or related duties as assigned or required.

**Essential Functions**
These essential functions include, but are not limited to, the following. Additional essential functions may be identified and included by the hiring Department.

1. Directs the daily activities of the Career Services Office.
2. Develops and implements career planning and recruitment programs.
3. Provides career counseling to students/alumni and assists in obtaining legal positions.
4. Identifies potential employers and maintains ongoing relationships.
5. Awards scholarships to incoming and current students.

**Minimum Qualifications**
These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to The University of Mississippi's Department of Human Resources in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

**Physical Requirements:** These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements.

**Physical Exertion:** The incumbent may be required to lift up to approximately 20 pounds.

**Vision:** Requirements of this job include close vision.

**Speaking/Hearing:** Ability to give and receive information through speaking and listening.

**Motor Coordination:** While performing the duties of this job, the incumbent is frequently required to sit. The incumbent is periodically required to talk and hear. The incumbent is occasionally required to stand; walk; reach with hands and arms; and stoop, kneel, crouch or bend.

**Experience/Educational Requirements:**

**Education:**
Bachelor’s Degree from an accredited four-year college or university.

**Experience:**
Three (3) years of experience related to the above described duties.

**Substitution Statement:**
Related experience may be substituted for education, on a basis set forth and approved by the Department of Human Resources.

**Interview Requirements**
Any candidate who is called for an interview must notify the Department of Human Resources in writing of any reasonable accommodation needed prior to the date of the interview.

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