Assistant Director Career Services-Law

**Definition of Class**
This is a professional position in which the incumbent assists in overseeing the day-to-day operations of the Career Services Department. Incumbent is responsible for coordinating recruiting, employer development, resume’ referrals, and career events nationwide. This position reports directly to the Director Career Services-Law.

**Examples of Work Performed**
Assists the Director in the day-to-day operations of the Career Services area of the Law School.

Develops constituent relationships to enhance recruiting and increase job opportunities.

Attends regional job fairs to obtain knowledge for employer development.

Co-manages departmental technology functions including social media and the Career Service Management system.

Trains staff on Career Service Management system.

Advises students individually and in group settings for recruiting purposes.

Designs and presents programs for students that enhance career development strategies and job opportunities.

Counsels students on career planning and job search strategies, and serves as the liaison between students and employers.

Coordinates clinics for law students to provide services in community.

Conducts mock interviews.

Assists with strategic and budgetary planning annually.

Supervises support staff.

Collaborates with local officials and alumni for city specific career events.

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. Assists the Director in the day-to-day operations.

2. Recruits prospective students by coordinating recruiting events.

3. Counsels students on career planning and secures internships with employers.
4. Develops constituent relationships with employers to increase job opportunities.

5. Attends regional and local job fairs, Bar Association meetings, and other law career related events.

6. Serves as the Director in his/her absence.

**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 25 pounds.

**Vision:** No special vision requirement.

**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; talk and hear. The incumbent is periodically required to stand and walk.

**Experience/Educational Requirements:**

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

AND

**Experience:**
Two (2) 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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