Office of Career Services

Career Services Advisor, Part-time position

(15-19 hours/week)

The Office of Career Services (OCS) serves as a bridge between students, alumni and employers. The staff helps students and alumni to shape and realize their career goals and provides career-related counseling, workshops, and resources. We also work closely with legal employers to provide them with access to some of the best legal talent in the country.

The Career Advisor counsels law students and alumni on career planning, job-search strategies, and legal markets. The Advisor also works with the Associate Dean on counseling and career-related programming for students and alumni seeking private sector employment.

Note: Not all unique aspects of the job are covered by this job description.

DUTIES:
- Provide advice to JDs (students and alumni) on career options, job search skills, and strategies related to private sector employment, in order to assist them in making appropriate choices and decisions.
- Analyze and develop report requirements, portals, and student facing communications, including authoring a broad range of job search materials for students.
- Plan, conduct, and evaluate career-related programs.
- Identify and develop legal job opportunities for law students.
- Represent Stanford Law School to potential private sector legal employers.
- Design and produce promotional and informational materials to educate employers about the Law School and its students.
- Develop and maintain relationships with Stanford Law School alumni.
- Maintain knowledge of existing legal markets through published materials and professional network.

QUALIFICATIONS:
- Knowledge of legal hiring markets. Previous experience in law as an attorney, law school counselor, recruiting manager, or legal recruiter required. JD or Masters Degree in Education or Counseling strongly preferred.
- Excellent interpersonal skills to facilitate advising and counseling students and alumni, and for communication, coordination and cooperation with private sector employers and other departments and programs within the Law School and University.
- Ability to make independent decisions and exercise mature judgment and discretion.
- Demonstrated successful problem-solving skills in previous work environments.
- Sensitivity to diversity of student body and career interests.
• Strong organizational skills and ability to manage time effectively and handle multiple assignments under pressure with frequent interruptions.
• Strong writing skills.
• Confident, experienced and engaging public speaker.
• Creative researcher, able effectively to use databases and internet resources to identify relevant information and resources.

WORK STANDARDS:
• Interpersonal Skills: Demonstrates the ability to work well with Stanford colleagues and clients and with external organizations.
• Promote Culture of Safety: Demonstrates commitment to personal responsibility and value for safety; communicates safety concerns; uses and promotes safe behaviors based on training and lessons learned.
• Subject to and expected to comply with all applicable University policies and procedures, including but not limited to the personnel policies and other policies found in the University's Administrative Guide, http://adminguide.stanford.edu.

HOW TO APPLY:
All qualified and interested candidates are encouraged to email their cover letter and resume to the attention of Susan Robinson at ocs@law.stanford.edu.

Stanford complies with the Jeanne Clery Act and publishes crime statistics for the most recent three-year period.

Stanford is an equal employment opportunity and affirmative action employer and is committed to recruiting and hiring without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, veteran status, or any other characteristic protected by law.