

Assistant Director of Career Services

Charleston School of Law
Charleston, South Carolina

Apply Here: <https://charlestonlaw.isolvedhire.com/jobs/1755705>

Position Overview:

Charleston School of Law, founded on the principle of Pro Bono Populi or for the good of the people, is seeking a dynamic, student-centered professional to serve as Assistant Director of Career Services. Located in the heart of downtown Charleston, Charleston School of Law is committed to experiential education, public service, and preparing graduates for meaningful and sustainable legal careers.

The Assistant Director of Career Services plays a critical role in advancing the law school's mission by providing individualized career advising, developing and delivering innovative programming, strengthening employer and alumni engagement, and contributing to improved employment outcomes for students and graduates. This position combines direct student advising with program leadership, employer outreach, teaching, and data reporting responsibilities in support of the Department of Career Services' strategic goals.

The Assistant Director reports directly to the Assistant Dean of Career Services and works collaboratively with the Career Services team, faculty, administrators, alumni, employers, and members of the judiciary.

Core Responsibilities:

Student and Alumni Career Advising:

- Provide comprehensive, one-on-one career counseling to an assigned cohort of law students and alumni, beginning in the first year and continuing post-graduation.
- Review and edit résumés, cover letters, writing samples, and other application materials; prepare students for interviews through coaching and mock interviews.
- Counsel students on professionalism, networking, and transition from law school to legal practice.

Teaching and Instruction:

- Teach one section of the first-year professional development course, Section Meeting, delivering weekly presentations focused on career planning fundamentals, professionalism, and student engagement with Career Services.
- Collaborate with colleagues to continuously assess and enhance curricular and co-curricular career education for students.

Career Programming and Events:

- Design, coordinate, and deliver career-related programming, including but not limited to:
- On-Campus Interviews (OCI) and Résumé Collects
- Mock Interview Program
- Law Links Mentorship Program
- Career Series panels and workshops
- Speed Networking and Small and Solo Practice CLE events
- Career fairs and employer information sessions
- Work collaboratively with faculty, employers, bar associations, alumni, and community partners to expand programming and networking opportunities.
- Support strategic initiatives that increase employer participation, expand mentoring capacity, and improve student outcomes.

Employer, Alumni, and Community Engagement:

- Develop and maintain strong relationships with attorneys, judges, law firms, government agencies, public interest organizations, and other legal employers.
- Conduct active employer outreach to expand job and internship opportunities, including recruitment efforts outside the Charleston market (e.g., Rock Hill, Greenville, Charlotte, Atlanta, Washington, D.C.).
- Represent Charleston School of Law at bar events, employer meetings, alumni functions, and professional conferences.
- Collaborate with peer law schools to facilitate reciprocity requests for students.

Employment Data, Reporting, and Compliance:

- Coordinate the collection, verification, and reporting of graduate employment data for ABA, NALP, and internal assessment purposes.
- Communicate with graduates to obtain accurate post-graduate employment information.
- Maintain detailed and confidential records within the school's Career Services platform (12Twenty).
- Contribute to assessment efforts tied to departmental and institutional strategic goals, including employment outcomes and student engagement metrics.

Communications and Resources:

- Develop and curate career-related resources and educational materials for students and alumni.
- Contribute to regular multi-channel communications, including newsletters, announcements, and social media content, to promote Career Services programming and opportunities.
- Assist in maintaining and enhancing Career Services' online presence and resource library.

Administrative and Team Responsibilities:

- Support day-to-day departmental operations, including scheduling, event logistics, recordkeeping, and data management.

- Participate actively as a collaborative and supportive member of the Career Services team, contributing to continuous improvement initiatives.
- Engage in professional development activities consistent with departmental goals and best practices in legal career advising.

Qualifications:

Required:

- Juris Doctor (J.D.) degree from an ABA-accredited law school.
- Experience in the practice of law, higher education, student advising/counseling, teaching, or a related professional field.
- Demonstrated ability to work effectively with law students and diverse stakeholders.

Preferred:

- Two or more years of experience as a licensed attorney.
- Prior experience in legal career services, professional development, employer relations, or academic advising.

Knowledge, Skills, and Abilities:

- Excellent written and oral communication skills, with the ability to present confidently to individuals and groups.
- Strong organizational, time-management, and project-management skills, with keen attention to detail and confidentiality.
- Ability to manage multiple priorities in a fast-paced academic environment.
- Comfort building and sustaining professional relationships with employers, alumni, faculty, and students.
- Demonstrated independence in managing initiatives, balanced with a collaborative, team-oriented approach.
- Proficiency with Microsoft Office and Adobe Acrobat; experience with Canva, Constant Contact, and 12Twenty or similar platforms preferred.
- Flexibility to work occasional evenings, early mornings, or extended hours during peak recruiting and programming periods (particularly August, September, and May).

Commitment to Equal Opportunity:

Charleston School of Law is committed to providing equal opportunity in education and employment and to fostering an inclusive and respectful community. Career Services requires that all participating employers provide equal opportunity without regard to race, color, religion, age, national origin, ancestry, disability, gender, sexual orientation, gender identity, marital, parental, or veteran status.