

## **Career Advisor, Career Services Office - Job Ad**

### **JOB SUMMARY**

The Career Advisor provides support and works collaboratively with the Assistant Dean, Career Services; and other staff in providing a full-service, comprehensive Allard School of Law ("Allard Law") Career Services Office ("CSO") with particular responsibility for Allard Law JD and graduate law student and recent alumni career counselling. Works in cooperation with Allard Law faculty, staff, and programs to support Allard Law's objective to attract high calibre students by developing and providing outstanding career services and recruitment opportunities to Allard Law JD and graduate law students and recent alumni, and through fostering stronger and broader relationships with Allard Law alumni and the legal, business, and non-profit communities in general. Provides career advising to Allard Law JD and graduate law students and recent alumni.

### **ORGANIZATIONAL STATUS**

Reports to the Assistant Dean, Career Services.

Works closely with the Assistant Dean, Career Services; Director, Career Services; Public Interest Coordinator; other CSO staff; Allard Law's Dean; Allard Law's Associate Dean of Academic Affairs; other senior administrators as appropriate; the Allard Law student government(s) and other student clubs; and external contacts at the local, national, and international level. External contacts include hiring partners, executives, and senior staff responsible for recruitment at law firms, companies, government departments and agencies, professional associations, educational institutions, regulatory bodies, and individual alumni, especially those offering employment opportunities for Allard Law JD and graduate law students and alumni.

### **WORK PERFORMED**

#### Overall

- Assists the Assistant Dean, Career Services, and the Director, Career Services, in providing direction to the CSO in its goal of enhancing the quality of career services and recruiting resources available to Allard Law JD and graduate law students and recent alumni and supporting the employment success rate of Allard Law graduates.
- Escalates issues to the Assistant Dean, Career Services, and the Director, Career Services, about program and service development for Allard Law JD and graduate law students and alumni.
- Assists the Assistant Dean, Career Services, and the Director, Career Services in planning CSO's annual programming and resources for Allard Law JD and graduate law students.
- Upholds thorough knowledge of industry best practices and evolving market shifts.
- Maintains and upgrades professional skills and practices through links with professional associations, Canadian and US schools, and attending workshops and conferences where appropriate.
- Assists the Assistant Dean, Career Services, and the Director, Career Services, in reviewing and guiding the activities and projects of the Allard Law Careers Committee (an elected group of student volunteers who assist with, support, and promote CSO programming, events, and resources).
- Ensures a collaborative working relationship with Allard Law's student government(s), student clubs, and student organizations.
- Works in cooperation with other Allard Law units to provide services for Allard Law's JD and graduate law students, alumni, supporters, and benefactors.

### Career Services

- With direction from Assistant Dean, Career Services, and the Director, Career Services, executes strategies to ensure that CSO services and resources are marketed effectively to Allard Law JD and graduate law students and recent alumni.
- Organizes 2L summer on-campus interviews, legal career fairs, CBA Mentorship Program and Reception, panel discussions, orientation seminars, training sessions, mock interviews, and other law-related career development programming and recruitment initiatives.
- Develops and updates electronic law-related career handouts.
- Counsels Allard Law JD and graduate law students and recent alumni on aspects of legal career development, including: professionalism, legal job search, application preparation, interview preparation, academic advising related to career planning, jurisdictional licensing requirements, and career transitions.
- Maintains accurate student advising records.
- Provides information for Allard Law JD and law graduate students and recent alumni regarding hiring practices in British Columbia (Vancouver, Vancouver Island, and Interior BC) and other national and international markets for law-related career options, including summer positions, articling positions, internships, judicial clerkships, volunteer opportunities, associate and other lawyer positions, and non-legal positions for which a JD is an advantage.
- Participates in the evaluation of career programs and services.
- Generates qualitative and quantitative data on and from students via surveys and individual outreach in order to monitor summer and articling employment, career and market trends, and the CSO's programs, resources, and services, to ensure the CSO continues to address the needs of Allard Law JD and graduate law students and recent alumni.
- Compiles information on career services activities at other law schools, and recommends strategies for their adoption and adaptation at Allard law, as appropriate.

### Business Development and Employer Outreach

- Under the direction of the Assistant Dean, Career Services, and the Director, Career Services, markets Allard Law JD and graduate law students and alumni in the legal and business communities, public sector, and non-profit sector, both nationally and internationally.
- Researches a diverse range of local, national, and international employers that can provide quality work and volunteer experiences for Allard Law JD and graduate law students and alumni, including small and large private practice law firms, government employers, public interest organizations, corporations, and non-legal employers.
- Upholds relationships with employer contacts by conducting personal meetings with employers, assessing employer hiring needs, identifying and suggesting marketing and profile-raising activities at Allard Law, and providing guidance for employers on student and alumni recruitment processes.
- Responds to student, alumni, faculty, staff, and employer leads and inquiries relating to recruitment and long-term relationship building.
- Maintains close relationships with professional associations for lawyers, law school career advisors, and legal employer recruitment professionals, including NALP, CLCDN, the Canadian Bar Association, and the Vancouver Bar Association, as appropriate, and leverages this network to facilitate the success of the CSO to meet the needs of students, employers, and the law school.

### Decision Making

- Receives general direction and advice from the Assistant Dean, Career Services and Director, Career Services.
- Exercises judgment and tact in dealing with Allard Law staff, faculty members, members of the public, employers, students, and alumni.
- Performs other duties related to the qualifications and requirements of the job.

### **CONSEQUENCE OF ERROR**

This position represents the Allard Law in its dealings with students, faculty, staff, employers (locally, nationally, and internationally), alumni, and the community at large. Incorrect decisions/judgment can adversely affect the reputation of students, the CSO, and Allard Law with external stakeholders and partners. Failure to respond to industry demands and employers' feedback affects the number and quality of work opportunities for Allard Law students and alumni, and weakens relationships with employers. Industry and community interest in, and support of, Allard Law students could be lost, and the CSO's and Allard Law's reputation negatively affected.

### **SUPERVISION RECEIVED**

Reports to the Assistant, Dean, Career Services.

Works independently under general direction of the Assistant Dean, Career Services.

### **SUPERVISION GIVEN**

Working under the direction of the Assistant Dean, Career Services, delegates and may support the work of the CSO Work Learn Student, Administrative Assistant, or other students or support staff.

### **QUALIFICATIONS**

Undergraduate degree in a relevant discipline. Law degree (LL.B./J.D.) preferred or degree in Career Counselling, Coaching or Human Resources required, or equivalency in University degree and experience. Where the candidate has an LL.B. or J.D., membership in a law society of a Canadian jurisdiction is preferred. Minimum of one to two years of related experience or the equivalent combination of education and experience. Experience in an advisory level position within a professional university environment, including career services, student development, and alumni relations, preferred, or related experience in the legal profession. Experience with career or academic counselling, legal recruitment, adult learners, or Human Resources preferred. Understanding and appreciation of law student and alumni career concerns and issues as well as alumni relations matters. Excellent interpersonal and counselling/coaching skills with an emphasis on initiating and maintaining relationships with students, alumni, and clients. Willingness to respect diverse perspectives, including perspectives in conflict with one's own. Demonstrates a commitment to enhancing one's own awareness, knowledge, and skills related to equity, diversity, and inclusion.

Excellent presentation and written communication skills. Strong organizational, analytical, multitasking, prioritization, and team building skills required. Strong ability to juggle multiple projects, deadlines and clients at once. Ability to work effectively under pressure and with many interruptions. Maturity, initiative, tact, creativity, flexibility, motivation and good judgment are necessary. Ability to build and maintain rapport, and assist successfully with a variety of stakeholders, including students, alumni, administrative staff, and employer representatives, including recruiters, law firm hiring partners, lawyers, and other hiring staff. Ability to work independently and as part of a team. Computer

proficiency required (MS Word, Excel, Access, PowerPoint, Internet, Zoom database and email). Web experience preferred. Valid BC Driver's License and own transportation required. Ability to travel (national and international) to meet with employers, attend meetings and conferences, workshops, networking events and other employment related events throughout the year. Ability to work a flexible schedule, including evenings and weekends.