

Position Title: **Director of Career Services**

Department: Career Services

Reports to: School Director

Position Description:

- Maintains department compliance with government and accreditation regulations.
- Strengthen, expand, and diversify employment opportunities (local and non-local) for students and alumni.
- Work closely with employers and students to ensure most effective and efficient recruiting efforts.
- Assist students with resume writing, interview tips and techniques, setting up interviews, job offer negotiations, and follow-up.
- Assist with marketing the paralegal profession and the school to public.
- Maintain a permanent record of all job orders and potential placements.
- Maintain accurate records of all successful placements noting employer, job title, starting date, salary, and other key information.
- Provide reports and placement information to Director as requested.
- Coordinate and attend graduation. This includes recruiting a guest speaker and participating in the graduation exercises.
- Survey graduates and employers to compile data regarding the effectiveness of the program offered at the school in accordance with regulatory requirements.
- Initiate contact with potential employers to promote the school, program offerings, and graduates.
- Contact all prospective graduates (via phone, written correspondence, etc.) no later than the beginning of their last term in school to offer them placement assistance provided by the school.
- Follow-up on job leads provided to the student from potential employers.
- Maintain contact with all employers who have hired graduates for the purpose of soliciting new job openings and verifying the work record of the graduate(s).
- Assist in securing extern sites for both local and out-of-area students.
- Resolve any problems that arise between students and employers or with other aspects of the externship course.
- Assist in resolving disputes and periodically solicit current/graduating students to determine how future students may be better served.
- Monitor student's progress throughout their enrollment. If the student's progress is not sufficient, contact the student by email and/or phone call to determine the reason for insufficient progress. Document any intervention (email, phone call, etc.) on the student's profile in Diamond SIS.

Skills and Qualifications:

- High proficiency in Windows operating systems, Microsoft Outlook, Word, Excel, PowerPoint and Access based Databases.
- Effective communication skills.
- Great organization skills.
- Salesforce experience, preferred.

Education and Experience Requirements:

- Minimum of a bachelor's degree required.
- Recruiter or human resources experience, required.
- Legal recruiter experience, preferred.
- Paralegal experience, preferred.

To apply for this position, please complete the employment application and upload your resume online by going to: [CALS Employment Application](#) (Position Title: Director of Career Services). No information will be provided via telephone.