

Job Description

◀ Previous Job

Next Job ▶

Job Details

Job Title Associate Director, Private Sector Programs (4517U), Berkeley Law - #39331
Location Main Campus-Berkeley

Job ID 39331

Full/Part Time Full Time

Favorite Job ☆

About Berkeley

At the University of California, Berkeley, we are committed to creating a community that fosters equity of experience and opportunity, and ensures that students, faculty, and staff of all backgrounds feel safe, welcome and included. Our culture of openness, freedom and belonging make it a special place for students, faculty and staff.

The University of California, Berkeley, is one of the world's leading institutions of higher education, distinguished by its combination of internationally recognized academic and research excellence; the transformative opportunity it provides to a large and diverse student body; its public mission and commitment to equity and social justice; and its roots in the California experience, animated by such values as innovation, questioning the status quo, and respect for the environment and nature. Since its founding in 1868, Berkeley has fueled a perpetual renaissance, generating unparalleled intellectual, economic and social value in California, the United States and the world.

We are looking for equity-minded applicants who represent the full diversity of California and who demonstrate a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds present in our community. When you join the team at Berkeley, you can expect to be part of an inclusive, innovative and equity-focused community that approaches higher education as a matter of social justice that requires broad collaboration among faculty, staff, students and community partners. In deciding whether to apply for a position at Berkeley, you are strongly encouraged to consider whether your values align with our [Guiding Values and Principles](#), our [Principles of Community](#), and our [Strategic Plan](#).

Departmental Overview

UC Berkeley's School of Law is one of the nation's great centers for legal education, ever exploring and pushing new intellectual boundaries while tackling urgent, real-world issues. The law school is also known for its vibrant and engaged community of students and scholars who are committed to providing leadership and making a difference on problems of local, national and global import. Currently ranked among the top law schools in the country, the School of Law has ambitious development goals as it looks to continue producing leaders in law, government, and society.

The Associate Director for Private Sector Programs ("AD") assists Berkeley Law's 900 J.D. students and the members of its 10,000+ alumni community, in particular those interested in pursuing private sector legal careers, in shaping and attaining their short- and long-term career goals. As a well-connected, knowledgeable expert on the legal job market, the AD accomplishes this by providing individually tailored, client-driven career counseling as well as by creating, planning, developing, and implementing cutting-edge programs, networking events, other activities (including social media), services, and resources that address a full array of traditional as well as non-traditional private sector practice areas and settings.

The AD must also assist in maintaining the CDO's current employer relationships as well as engaging in employer outreach efforts to cultivate new relationships to ensure our students have the best available access to private sector networking and job opportunities as soon as they present themselves.

Application Review Date

The First Review Date for this job is: July 29, 2022.

Responsibilities

- Researches, and analyzes the current state of the private sector legal services and legal job markets and forecasts emerging trends in those markets.
- Identifies existing and up-and-coming career and job options, assesses (on a continuing basis) their short- and long-term feasibility for our alumni, and explores alternatives to traditional legal practice.
- The AD must also research and periodically assess the evolving career development needs of our students interested in private sector work.
- Based on this on-going research, analysis, assessment and trend-spotting, the AD designs and develops, and implements an array of workshops and programs, services, and resources (including online guides and webcasts) to meet the career needs of our students interested in pursuing a career in the private sector.
- Recommends and manages improvements, revisions, changes, and adjustments to the existing array of career counseling services, programs, and resources AND devises, develops and implements entirely new services, programs and resources.
- Liaises with various other Law School departments and individuals to understand their needs and goals and explore and develop mutually beneficial programs, resources, and services.
- Develops and maintains the Law School's professional network of potential employers, other law school legal career professionals, and others in the legal field who may be in a position to provide information and assistance to our students interested in pursuing private sector work.
- Maintains and enhances own professional network and leverages it on behalf of students and alumni.
- Establishes new positive working relationships with law firm recruiters, in-house legal departments, corporations, and others who may be of assistance to our private sector oriented students (and who may be of assistance in fundraising and in enhancing the campus's relationship with outside organizations).
- Develops and oversees presentation and delivery of broad and complex career-focused programs and events workshops, and resources.
- Coordinates with Career Services administrative staff and Event Services Unit on specific administrative tasks to support private sector programming (e.g., room reservations, technology, catering arrangements, drafting and posting event announcements, etc.).
- Determines, based on knowledge of technical systems, the most innovative and effective media for delivering content – online, print, blogs, social networking website posts, twitter, live webcasting, etc.
- Provides one-on-one, individually tailored and client-driven career counseling services to students interested in pursuing private sector careers (a particularly complex area that requires specialized expertise).
- Assists students in conducting their own self-assessments.
- Provides students with general advice based on their expert knowledge of the private sector legal market, as well as specific job leads and networking contacts developed through continuing cultivation and expansion of the Law School's -- and the AD's -- professional network.
- The incumbent will be expected to amplify and promote best practices in diversity, equity, inclusion, and belonging when working with students and when helping to create professional pathways and opportunities for career growth.
- Participates in panel discussions and presentations and researches and writes articles relating to the private sector legal job market and the provision of private sector career services through local and national recruitment associations, like the Bay Area Legal Recruiters Association and the National Association for Law Placement, and other legal organizations, like the American Association of Law Schools and the American Bar Association, and even through the local and national press as the opportunities arise.

Required Qualifications

- Advanced knowledge of career development theories helpful

- Advanced knowledge of career development theories helpful.
- Advanced knowledge of career decision making, and job search techniques.
- Knowledge of needs assessment theory, processes, and practice, workshop and program design and implementation helpful.
- Knowledge of or ability to learn UC programs helpful.
- Knowledge of career services, employer, alumni, and faculty needs and expectations, recruiting and staffing methods, employment trends.
- Highly effective problem identification and solving skills, presentation skills, verbal communication, written communication, and organization skills.
- Ability to work with people from diverse backgrounds and levels of experience.
- Detailed knowledge of the private sector legal employment market (and general knowledge of the public sector and public interest job markets)
- Extensive professional network of practicing attorneys and potential employers.
- Creative, entrepreneurial, forward-looking, and energetic approach that can identify and pursue new potential programs and innovative ways to present and deliver their content
- Highly developed knowledge of principles and processes for providing outstanding client and personal services. This includes client needs assessment, meeting quality standards for services, and evaluation of client satisfaction.
- Excellent knowledge of human behavior and performance; individual differences in ability, personality, and interests; and learning and motivation.
- Excellent computer skills and the ability to quickly adapt to new software programs and on-line resources.
- Demonstrated commitment to and understanding of diversity, equity, inclusion, and belonging (DEIB), and ability to apply and integrate core concepts of DEIB into everyday practice.
- Must be committed to creating a community that fosters equity of experience and opportunity, and ensures that students, faculty, and staff of all backgrounds feel safe, welcome and included.
- Must demonstrate a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds present in our community.

Education/Training:

- Advanced degree in Law, such as a Juris Doctor (J.D.), and/or equivalent experience/training
- Significant (3+ years) private sector legal practice experience

Salary & Benefits

- This is a full-time (40 hours/week), career position, and eligible for full UC benefits.
- This is an exempt, monthly paid position. The annual salary is commensurate with experience within the range of \$80,000.00 - \$92,000.00.

For information on the comprehensive benefits package offered by the University visit:

<https://ucnet.universityofcalifornia.edu/compensation-and-benefits/index.html>

How to Apply

Please submit your cover letter and resume as a single attachment when applying. Please upload the document in the Resume section, then skip the (optional) Cover Letter upload section.

Conviction History Background

This is a designated position requiring fingerprinting and a background check due to the nature of the job responsibilities. Berkeley does hire people with conviction histories and reviews information received in the context of the job responsibilities. The University reserves the right to make employment contingent upon successful completion of the background check.

Equal Employment Opportunity

The University of California is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or protected veteran status. For more information about your rights as an applicant see:

https://www.eeoc.gov/sites/default/files/migrated_files/employers/poster_screen_reader_optimized.pdf

For the complete University of California nondiscrimination and affirmative action policy see:

<http://policy.ucop.edu/doc/4000376/NondiscrimAffirmAct>

Apply

Email to Friend

[Return to Previous Page](#)