

Assistant Director Career Services, Pre-law Advising
Tufts University

Direct Link: <https://www.AcademicKeys.com/r?job=237486>

Downloaded On: Jun. 30, 2024 5:46am

Posted Jun. 13, 2024, set to expire Dec. 31, 2024

Job Title	Assistant Director Career Services, Pre-law Advising
Department	Tufts Career Center
Institution	Tufts University Medford, Massachusetts
Date Posted	Jun. 13, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Associate/Assistant Director
Academic Field(s)	Student Services Counseling Services Communications/Public Relations
Job Website	https://jobs.tufts.edu/jobs/20598?lang=en-us&iis=Job+Board&iisn=AcademicKeys
Apply By Email	
Job Description	

Overview

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The Tufts Career Center provides comprehensive career development assistance to undergraduates, graduate students, and alumni of Arts, Sciences, Engineering, and the SMFA at Tufts. We provide individual coaching, online resources, workshops, alumni and career panels, career and internship fairs, and networking opportunities with alumni and employers. Through the campus recruiting program, the Career Center works closely with recruiters/employers to arrange events, job & internship postings, resume collections and interviews. The Career Center offers extensive web resources in the form of webinars and virtual workshops, subscription tools, and industry-specific career community resources.

What You'll Do

This is a part time and benefits eligible position at 17.5 hours per week.

The Assistant Director of Career Services will provide expert advising services and programming to students and alumni interested in pursuing law careers and law school. The Assistant Director will handle the below duties:

- Oversees all pre-law advising and programs for Tufts students and alumni, incorporating the most up-to-date knowledge of law school admissions requirements and application best practices. Develops programs (live and virtual) to introduce students to lawyers, legal careers, and related career and internship positions of interest. Advises on and critiques law-related application materials and personal credentials, as well as facilitates mock interviewing and networking opportunities. Provides outreach to historically underserved populations.
- Manages relationships with the Tufts Lawyers Association, academic departments and other student organizations to identify, publicize, and develop programming of interest to Tufts students and alumni considering law school and advocacy careers
- Builds advantageous relationships with related law and graduate programs in the US and abroad, as well as institutions and corporations leading to opportunities and programs benefitting Tufts students and alumni interested in law, justice, and advocacy
- Develops blog posts, and other collateral that will help with educating students and alumni, and the broader Tufts community (parents, family, faculty, staff, employers, alumni volunteers) about the law school application process and career paths.
- Collects data and analyzes trends of Tufts graduates pursuing law school (as well as national trends).

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What We're Looking For

Basic Requirements:

- Knowledge and skills as typically acquired through a Bachelor's degree and 3-5 years directly related professional experience
- Progressive responsibility in pre-law advising or career services in a liberal arts college setting, or selective graduate or law school admissions
- Ability to interact effectively with multiple constituents including students, faculty, alumni, parents, and employers
- Excellent written and oral communication, customer service, and organizational skills
- Demonstrated commitment to diversity, equity, and inclusion; experience working with and advising diverse student population at a liberal arts college
- Experience with career platforms, preferably Handshake

Preferred Qualifications:

- Master's Degree/Advanced Degree
- Experience in project management and event planning
- Experience in data collection/analysis and assessment
- Expertise on financial aid, legal career paths, and law school admissions and scholarship trends
- Working knowledge of behavioral techniques for student interview preparation

Special Work Schedule Requirements:

This is a hybrid position expected to be on campus 1-2 days per week.

Pay Range

Minimum \$57,900.00, Midpoint \$72,450.00, Maximum \$87,000.00

Salary is based on related experience, expertise, and internal equity; generally, new hires can expect pay between the minimum and midpoint of the range.



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Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

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