

Career Planning and Development Officer and Associate  
Director of the Advocacy Institute  
University at Buffalo

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Downloaded On: Sep. 12, 2025 2:46am

Posted Sep. 11, 2025, set to expire Aug. 4, 2026

<b>Job Title</b>	Career Planning and Development Officer and Associate Director of the Advocacy Institute
<b>Department</b>	Law School
<b>Institution</b>	University at Buffalo Buffalo, New York
<b>Date Posted</b>	Sep. 11, 2025
<b>Application Deadline</b>	09/09/2026
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Classified Staff
<b>Academic Field(s)</b>	Student Services
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**Job Description**

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**Career Planning and Development Officer and Associate Director of the Advocacy Institute**

**Position Information**

**Position Title:** Career Planning and Development Officer and Associate Director of the Advocacy Institute

**Department:** Law School

**Posting Link:** <https://www.ubjobs.buffalo.edu/postings/58934>

**Job Type:** Full-Time

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## Posting Detail Information

### Position Summary

The University at Buffalo **School of Law** seeks a dynamic, ambitious attorney with strong connections in the legal community to join our student-focused team in this dual-capacity leadership role. The **Career Planning and Development Officer and Associate Director of the Advocacy Institute** position uniquely integrates comprehensive career services administration with strategic administrative support of our prestigious Advocacy Institute, offering an exceptional opportunity to shape the professional development of future legal professionals.

This position serves as a cornerstone of student success, combining operational excellence with strategic vision to deliver career planning services and advance the School of Laws advocacy training programs. The successful candidate will be both a hands-on, detail-oriented administrator and a strategic partner in developing innovative programming that connects students with meaningful career opportunities and enhances their competitive advantage in the legal marketplace.

### Integrated Leadership Responsibilities

- **Career Services Administration:** Lead administrative function for comprehensive career planning initiatives including strategic employer relations, recruitment coordination, and personalized student counseling. Serve as the primary architect and implementer of on-campus interviewing, career fairs, and employer/student events, while maintaining data systems and planning career development programming.
- **Operational Excellence:** Function as the primary contact point and office manager for both divisions, with full responsibility for budget development, fiscal administration, data maintenance through the 12Twenty system, and execution of departmental initiatives. Oversee all financial transactions, vendor relationships, and resource allocation while ensuring seamless day-to-day operations.
- **Advocacy Institute Administration:** Provide complete administrative and strategic support for all Advocacy Institute programs, including competition coordination, budget management, travel administration, and event planning. Collaborate with Advocacy Institute faculty and students to enhance the Institutes reputation and expand its impact within the legal advocacy community.
- **Strategic Event Coordination:** Organize and execute high-impact events including on-campus interviews, career fairs, panel discussions, networking events, Commencement, and advocacy competitions.

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This role offers significant autonomy and growth potential for a legal professional who thrives in a collaborative, student-centered environment and is passionate about advancing legal education and career development. There is fluidity and collaboration with other members of the Career Services team.

The University at Buffalo School of Law - the only law school in the State University of New York system - is situated on the flagship campus of a world-class research intensive public university, the largest in the northeastern United States. Working at UB comes with benefits that exceed salary alone. There are personal rewards including comprehensive health and retirement plan options. We also focus on creating and sustaining a healthy mix of work, personal and academic pursuit - all in an effort to support your work-life effectiveness.

*Learn more:*

- Our [benefits](#), where we prioritize your well-being and success to enhance every aspect of your life.
- Being a part of the [University at Buffalo community](#).

*University at Buffalo is an affirmative action/equal opportunity employer and, in keeping with our commitment, welcomes all to apply including veterans and individuals with disabilities.*

### **Minimum Qualifications**

- JD degree with at least one year of related experience.
- Active New York State Bar Admission
- Positive community/employer relationships
- A drive for excellence and desire to always do more to support our students
- Occasional need to flex schedule to attend events outside of typical work hours with advanced notice (e.g., evening career fair, advocacy competitions, bar association events)

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**Preferred Qualifications**

**Physical Demands**

**Salary Range**

\$105,000 - \$120,000

**Special Instructions Summary**

**Is a background check required for this posting?**

No

**Contact Information**

**Contact's Name:** Jennifer Scharf

**Contact's Pronouns:**

**Contact's Title:** Vice Dean for Career Services & Co-Director of Advocacy Institute

**Contact's Email:** [jrscharf@buffalo.edu](mailto:jrscharf@buffalo.edu)

**Contact's Phone:** 716-220-4875

**Posting Dates**

**Posted:** 09/09/2025

**Deadline for Applicants:**

**Date to be filled:**

**Contact Information**

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

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**Contact**

N/A

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