



## Job Description

### Director of Private Sector Legal Marketplace

The University of Pennsylvania Carey Law School is one of the nation's oldest and most distinguished law schools. We offer a distinctive cross-disciplinary legal education, drawing on the depth and breadth of the University of Pennsylvania, and a supportive intellectual community for our scholars and students alike. The Director of Private Sector Legal Marketplace is the primary architect of Penn Carey Law's law firm and corporate employer relations, recruiting programs, and development strategies. The Director manages employer relations, designs and ensures implementation of on- and off-campus recruitment programs and events, and counsels students with a nonexclusive focus on those pursuing private sector employment.

This position has responsibilities in the following areas:

**Develop deep expertise across all sectors of the law firm and private sector job markets for University of Pennsylvania Carey Law School students and graduates.** Conduct market research; develop and communicate market analysis to inform curricular innovation, program development, and career supports. Share this expertise in a variety of internal and external forums that establish the University of Pennsylvania Carey Law School as a market leader in the legal talent industry.

**Design and implement recruiting programs for University of Pennsylvania Carey Law School students and graduates.** Respond creatively and affirmatively to student and market demands for various approaches to communicate the unique talents and skills of University of Pennsylvania Carey Law students to a broad array of law firms and private sector employers. Oversee all on-campus and off-campus recruiting programs and job fairs for Law students. Collaborate with Career office colleagues to ensure broad employer representation (including government, public interest, and JD preferred employers as possible) in all recruiting programs.

**Manage employer relationships worldwide.** Develop and implement a marketing outreach plan for law firm and corporate employers of all sizes worldwide. Develop and implement a plan for employer contacts based on student and alumni interest. Cultivate and enrich ongoing relationships with employers. Oversee all communication with employers regarding their recruitment needs.

**Develop deep appreciation of student interest in the private sector marketplace.** Monitor market conditions and student preferences including geographic, practice area and specific employer interest. Use this data to inform plans for employer relations and outreach. Develop a student board to advise on private sector recruiting activities.

**Design and implement innovative recruitment-related educational programming for JD students.** Direct and manage programs related to recruiting, including the annual Practice Area Fair and Mock Interview Program. Organize and direct ongoing programming on relevant topics for students in

connection with preparation for and participation in the private sector recruiting process and collaborate with colleagues throughout the Law School on programming to ensure their success in those markets.

**Counsel Penn Law students and alumni.** Counsel Penn Carey Law students and alumni on formulation and execution of job search strategy and execution thereof, with a nonexclusive focus on private sector employment. Conduct mock interviews, and review and provide feedback on application materials including resumes and cover letters.

**Represent the University of Pennsylvania Carey Law School to internal and external audiences.** Upon request, present to the Law School's faculty as well as to the Board of Managers and the Board of Overseers. **Participate in professional meetings relating to legal career planning.** Attend annual conferences of the National Association for Law Placement. Participate in the Association's Committee work. Participate in relevant bar association groups.

**Manage and inspire colleagues.** Manage two JD counselors involved in private sector market development and exploration. Hire and manage a Graduate Assistant each year. Maintain a dotted line report to office administrative coordinators.

***Candidate Qualifications:***

The successful candidate will hold an advanced degree, J.D. strongly preferred, and have a minimum of five to seven years of progressively increasing responsibility in academic administration or a law firm or business environment. Experience with career counseling and/or in higher education preferred. The candidate will have a history of working successfully with diverse constituencies, including employers, faculty, alumni, current students, prospective students, and colleagues. We seek candidates who have established track records as collaborators in the workplace. Commitment to the Penn Carey Law staff ideals is required.

To apply: [https://wd1.myworkdaysite.com/en-US/recruiting/upenn/careers-at-penn/job/Law-School/Director-of-Private-Sector-Recruiting\\_JR00019848](https://wd1.myworkdaysite.com/en-US/recruiting/upenn/careers-at-penn/job/Law-School/Director-of-Private-Sector-Recruiting_JR00019848)

The University of Pennsylvania and its Law School are [equal opportunity](#) employers.