TITLE: Public Sector Career Counselor

Penn Law’s Career Planning and Professionalism Office seeks a part-time Public Sector Career Counselor

POSITION OVERVIEW:
The Career Counselor reports to the Associate Director of Public Sector Careers. The primary responsibilities of this role involve extensive counseling and advising of students and alumni who seek employment in public sector positions. The position also involves collaboration with the staff of the Career Planning and Professionalism Office and the Toll Public Interest Center on a variety of day-to-day operations as needed, and work with other Penn Law departments, faculty, students, University and community partners, on career planning and job placement programs for Penn Law students and alumni seeking public sector careers.

Responsibilities include the following:

- Provide career support to JD students and alumni through individualized counseling, group meetings, mock interviews, resume review, cover letter review, fellowship application review, and other career planning and job search related support.
- Participate in the planning, development, and implementation of a comprehensive series of career programs and workshops in collaboration with the Associate Director of Public Sector Careers.
- Assist in the development of materials and resources available to students and alumni to assist them as they navigate their job search, including existing alumni databases
- Provide support to public sector funding programs as needed.

QUALIFICATIONS:
Candidates must have a J.D., with at least 3 years of relevant professional experience working as an attorney, counselor, or administrator in a legal or academic setting. Candidates must demonstrate a strong commitment to and understanding of public sector and pro bono work. Strong counseling, oral, and written communication skills are essential, as is the ability to work diplomatically with multiple constituencies including employers, faculty, alumni, current students, prospective students, and colleagues. Candidates should be highly motivated and possess strong personal initiative and drive. The ideal candidate will be a flexible team player who has an established track record of collaboration in the workplace and who has excellent judgment, a strong work ethic, and enthusiasm for working with students. An active bar membership is not required.
**COMPENSATION:**
This position pays an hourly rate of $37/hour for a maximum of 1000 hours from August 2017 to August 2018. Benefits are not provided except as applicable by law.

**APPLICATION PROCEDURES:**
Applicants should email to Claudia Toro at toro@law.upenn.edu one pdf document that contains the following: a cover letter expressing interest and experience relevant to this position; a resume; and contact information for three (3) professional references familiar with your work. References will not be contacted without notice to the applicant. Please write in the email subject line “Public Sector Career Counselor.” Applications will be reviewed on a rolling basis and candidates are encouraged to apply as soon as possible.