Assistant Director, Outreach and Recruiting (full-time, 35 hours/week)
Columbus School of Law - Office of Career and Professional Development
Position 101630

The mission of the Office of Career and Professional Development (OCPD) is to assist CUA students in securing employment during law school, after graduation and for the rest of their lives. OCPD is not a placement office, but is responsible for providing students and alumni with career advice and the tools necessary to undertake a successful job search.

Position Summary: The Assistant Director, Outreach and Recruiting administers all recruitment programs for the benefit of all current part- and full-time students; conducts employer outreach to expand job opportunities; manages the Career Services Management (CSM) database for all positions posted, as well as facilitates programs and data collection utilizing the system; prepares materials and presents to students as needed; performs other duties as assigned by Director.

Essential Responsibilities Include: Administer all on- and off-campus recruitment programs. This includes serving as primary contact for legal employers, scheduling employer visits to campus and assisting students with all aspects of participation in recruitment programs (from initial registration, through the bidding and interview process). Administer and promote all regional interview programs including those related to law specialties as well as those designed to increase diversity in the legal profession. Facilitate student participation in employer sponsored events such as networking opportunities and skills based workshops. Manage the law schools participation in the annual DC Public Service Career Fair. Conduct regular employer outreach to expand and develop externship opportunities, permanent job opportunities, and paid law clerk positions. Cultivate positions for posting. Promotes opportunities to students and alumni. Manage Career Services database for all positions; this includes updating current data and contacts, inputting jobs, assisting students and employers, and running reports. Survey all student and employer participants for data reporting outcomes for on- and off-campus recruitment programs. Prepare periodic reports for Director based on data collected. Utilize Career Service Management system to create and manage student experience data for summer positions. Create resources for students based on data. Prepare instructional materials for students as it relates to on- and off-campus recruiting, Career Services Management database and job fairs. Prepare and update marketing materials to publicize and promote the Office of Career and Professional Development, includes assisting with maintenance of OCPD website, utilizing social media, and determining effective ways to communicate with students and employers. Represent the Office of Career and Professional Development at national, regional and local meetings of appropriate professional organizations and associations. Create newsletters for students and alumni to promote opportunities.

Minimum Qualifications: A Bachelor’s Degree with two (2) years previous experience in career services or the legal recruitment field required. Strong interpersonal, customer service, communication and organizational skills a must; ability to handle multiple projects simultaneously and work well under pressure important. Ability to work collegially and collaboratively as well as independently required. Need detail oriented, team player who is willing to do what is needed to get the project done. Computer skills (Word, PowerPoint, Excel), previous experience with Symplicity Career Service Management system preferred. Attendance at occasional night and weekend functions will be required.

How to apply: forward resume, cover letter and salary requirements (salary expectations are considered part of application process): CUARecruitment@cua.edu. Reference position title in subject line of email. This position is open until filled.

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