

**NALP Annual Education Conference 2010**  
**Wednesday, April 28 · 2:15 – 3:30 PM**  
**Reinventing Yourself**  
**Changing Positions, Changing Employers, Changing Sides**

**Elizabeth Armour**, Suffolk University Law School  
Director of Employer Relations

**Emily Leeson**, Alston & Bird LLP  
Director of Attorney Professional Development

**Tomea Mersmann**, Washington University in St. Louis  
Associate Dean for Strategic Initiatives

**Rachel V. Simmonds-Watson**, Debevoise & Plimpton  
Diversity Manager

**Lynne Traverse**, Bryan Cave LLP  
Recruiting & Professional Development Manager

# SAMPLE JOB DESCRIPTIONS

## EMPLOYER RELATIONS

### **Director of Employer Relations**

Career Development Office  
Suffolk University Law School

The Director of Employer Relations develops and implements a comprehensive program to substantially extend the footprint of Suffolk University Law School among private sector employers both regionally and nationally.

Responsibilities include and are not limited to:

- In partnership with the CDO Executive Director, create, execute and oversee a comprehensive employer relations, cultivation and marketing strategy for the Law School;
- Solicit new and existing employers for expanded participation in Career Development Office (CDO) on-campus interview programs, resume collections, job postings, and workshops/career panels;
- Explore new vehicles for employment opportunities for law students via off-campus job fairs and “walk-around” interview programs, whether independently or via collaborations with peer law schools;
- Identify, contact and meet in person with employers and alumni both locally and nationally on a regular basis;
- Research and cultivate employers and alumni in new private sector markets and settings;
- Track and monitor legal employment news and trends;
- Develop new and improved marketing materials (utilizing print, web-based and new technology) for employers, potential students, and alumni;
- Direct CDO staff members in their participation in employer outreach and marketing efforts;
- Partner with the Dean and the Associate Dean for Administration to advance employer cultivation efforts; accompany them at employer and alumni events and meetings;

- Solicit, develop and capitalize on faculty contacts and relationships in the employment realm;
- Collaborate actively with other key offices of the Law School (such as Admissions, Advancement and Alumni Relations) to advance the employer relations efforts; attend admissions and alumni events and programs nationwide;
- Quantify and publicize strides in the employer relations arena to faculty, students, Law School and University administration, and alumni;
- Motivate and educate students and alumni concerning job search, interviewing techniques and strategies, and the current legal employment market, through career programs and panels (both at the School and at Alumni City Group gatherings across the country);
- Promote the Alumni Career Advisory Network (CAN) for use by current students and alumni in career transitions; and,
- Support and team with the CDO Executive Director to develop new and/or enhanced aspects of the career development operation generally.

Additional activities and duties include:

- Active participation in NALP, AALS, the ABA, Massachusetts Legal Recruiting Association (MALRA), and other pertinent professional organizations
- Regular travel on a regional and national basis

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**Director of Employer Relations.** Posted 3/30/10. New York Law School, founded 1891, is a freestanding institution with approximately 1500 students in its full- and part-time J.D. Program. New York Law School seeks a Director of Employer Relations who will be responsible for managing employer relations, Fall and Spring recruitment and graduate employment programs and job listings, expedited hiring services for employers, and graduate employment statistics. Manages administrative and support staff associated with these efforts. The Director of Employer Relations will report to the Assistant Dean for Career Planning. For detail information on this open position please go to our web page [www.nyls.edu](http://www.nyls.edu). The requirements for this position will be as follows: JD degree and/or knowledge of legal employment markets. Demonstrated management skill in a results-oriented environment; 2-5 years successful supervisory experience. Understanding of the principles of marketing. Demonstrated ability to build alliances . Clear enthusiasm for the mission of the School. Please submit your cover letter with salary requirements and resume to [jobs@nyls.edu](mailto:jobs@nyls.edu). Please indicate reference: Director of Employer Relations. Kitty Montanez, Manager of Staffing, New York Law School, 185 West Broadway, New York, NY 10013, Fax: 212.343.1862.

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**Employer Relations and Recruitment Coordinator.** Posted 3/22/10. The University of Tennessee College of Law – The Bettye B. Lewis Career Center, Knoxville, Tennessee, invites applications for the position of Coordinator: Employer Relations. Duties and responsibilities include: Develop, manage, and advance strategic relationships with alumni and employers; Act as primary liaison with Symplicity LSM database management system module and the employer interface for the College of Law; Train students, alumni and employers in use of Symplicity; With Office of Alumni Affairs and Development, coordinate Alumni Networker program using Symplicity; Customize use of Symplicity Networker program to support new College of Law student mentoring program; Develop new recruitment solutions to reflect the changing global recruitment landscape in legal education; Manage continuous improvement in use of real-time technology to expand interview opportunities for students and alumni with remote employers; Coordinate formal recruitment programs, including on-campus interviews, off-campus job fairs, job listings, and resume forwarding opportunities; Meet goals established for employer participation in formal recruitment programs through solicitation of alumni and employers; Serve as liaison between student and alumni job seekers and employers to enhance the interview experience and maximize employment outcomes; Collaborate with the Director and Student Advisor to fulfill the mission and strategic plan of the Center; and instruct and supervise part-time workers. Qualifications include JD or appropriate graduate work (i.e., Masters in College Student Personnel, Higher Education, or MBA) preferred; Bachelor's degree minimum qualification. Two to three years full-time experience in legal recruitment, higher education, law firm, and/or career counseling or advising settings and experience interfacing with graduate or professional school students and/ or employers is preferred. The successful candidate will demonstrate professionalism and strong skills in customer service, marketing, verbal and written communication, planning and organization, time management, and decision-making. Proficiency with Microsoft Office Suite programs and knowledge of Symplicity Career Services Management System- Law Edition, CSM, or comparable career database management system is a plus. To apply for the position, send a resume and cover letter to Karen R. Britton, Director, The Bettye B. Lewis Career Center, by e-mail to [britton@utk.edu](mailto:britton@utk.edu).

## HIGHER ED. ADMINISTRATION

### WASHINGTON UNIVERSITY SCHOOL OF LAW ASSOCIATE DEAN FOR STRATEGIC INITIATIVES

Member of leadership team at Washington University Law planning, implementing and evaluating key initiatives of the school and the university. Creation and oversight of internal measures to evaluate progress on strategic plan initiatives and comparisons to peer institutions. Develop specific proposals and initiatives for the law school; including design and implementation of the January Intersession Program, summer Associate in Training Program, Washington D.C. initiatives and collaborative projects with other units of the University.

#### Strategic Initiatives of Law School:

- Work with the Dean, faculty and senior administrators to communicate and implement the School's strategic plan, including identification of measures and outcomes, timelines, and plan for assessment.
- Act as liaison between the law school and counterparts at other schools in the University to identify, review, and execute opportunities for collaboration.
- Design and implement new curricular initiatives, primarily in areas of professional development and lawyering skills.
- Work with the Dean to identify and to analyze key benchmarks of institutional performance.

#### Washington D.C. Initiative:

- Participated in university team negotiating Affiliation Agreement with the Brookings Institution and development of Washington University initiatives in D.C.
- Lead cross-university team developing new university academic program in D.C. and selection committee for university staffing of initiatives.
- Oversee design, construction, and design of distance learning capabilities of university facility in Washington D.C.
- Direct Academic Venture Fund program providing funding to research collaborations between university and Brookings scholars.
- Lecturer in Law teaching law externship program Fall 2010.

#### Other Duties:

- Represent the Dean and the School at internal and external functions and maintain effective relations with the Missouri Bar Association, the Bar Association of Metropolitan St. Louis, and other constituents deemed priorities for the School and the University.
- Draft and coordinate agenda for faculty meetings; draft minutes of faculty meetings.
- Developed art program in law school including annual installation from student and university artists; participate in art selection and placement for building.
- Other Duties as Assigned

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## PROFESSIONAL DEVELOPMENT

**The Recruiting and Professional Development Manager** manages the lawyer recruiting and hiring process to include on-campus and in-office interviews, and the coordination of orientation and Summer Associate Program and events.

#### Duties and Responsibilities:

- Provides leadership to the Firm in developing national and local recruiting programs to meet the Firm's objectives.
- Oversees local Associate professional development initiatives, including firm-sponsored programs, CLE, and the mentoring program.
- Coordinates Associate meetings and assists management in Associate communications.
- Works with the head of the Recruiting Committee in an advisory role regarding the law school recruiting program; advise heads of Recruiting Committees in the other offices, as called upon.
- Coordinates Firmwide the hiring process for Of Counsel, Counsel, Associates, Staff Lawyers and assist in lateral Partner hiring as directed by the Executive Committee.
- Coordinates with Client Service Group Leaders, Section Leaders and Managing Partner regarding needs; interviews non-partner candidates; maintains candidate files, including interview evaluations; verification of credentials and coordination with screening committees; prepares interview schedules, travel arrangements, recruiting agency contacts, national advertising, conflict checks, reference checks, prepares offer letters/rejection letters and moving arrangements.

- Plans, supervises and participates in orientation and integration of new lawyers, assists new associates in their assimilation into the Firm by providing information, guides and counsels as needed.
- Coordinates training program rotations and placement in Sections and Client Service Groups's.
- Maintains and updates the Associate Manual, in coordination with Human Resources.
- Plans new Associate reception.
- Plans and coordinates annual Firm Culture and Practice Seminar.
- Works with Section Leaders, Managing Partner and Client Service Group Leaders to design, implement, monitor and administer Firmwide Lawyer Training Program.
- Coordinates all non-partner lawyer annual evaluations Firmwide and schedules evaluation conferences.
- Prepares compensation comparable and statistics for Management Committee.
- Compiles statistical information as needed; handles various employment, Bar, etc. forms for former and current lawyers; conducts exit interviews for departing lawyers; assists departing lawyers with out-placement, where appropriate.
- Supervises development and maintenance of computerized database.
- Assists clients in legal recruiting needs as requested.
- Prepares recruiting budgets; reviews, monitors and approves expenditures.
- Establishes positive working relationships and clear and open lines of communication with law school career service office professionals.
- Create effective training programs for law students.
- Deliver training programs at law schools throughout the country; coach individual law students in person and by phone at the request of law school career service personnel.
- Compose informational articles for national and local publication on topics relevant to law student and lawyer professionalism and general recruitment practices.
- Performs other tasks as assigned.

#### Essential Job Specifications/Qualifications:

- Effective oral and written communication skills in order to interact with people at all levels inside and outside the Firm
- Strong supervisory, administrative and organizational skills
- Interpersonal skills to work effectively with others, motivate employees and elicit work output
- Ability to be flexible, handle pressure and adapt to changing work priorities, work flow and work assignments
- Ability to remain discreet and maintain confidentiality
- Ability to represent and promote the Firm
- Knowledge of the practices, sources of information and commonly accepted standards of attorney recruiting, hiring and development

- Knowledge of Firm practices, procedures and policies preferred

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**Professional Development Manager.** Posted 3/26/10. (To be based in the New York City Office of a National Law Firm) Responsibilities include: Strategic planning, development and oversight of firm-wide training and professional development; design and implement all orientation and attorney integration programs for associates and partners; work directly with Practice Group Leaders to create practice specific training curriculum and best practices; assist in developing competency benchmarks for lawyers at different levels and in difference practice groups; develop and facilitate the mentoring program and attorney evaluation process; provide strategic council to firm leadership as how to best develop legal talent in a changing legal environment. Must be able to split time between New York and Los Angeles offices. Must have Bachelor's degree, JD preferred, and a minimum of 8 years of related experience. Proven ability to work well in a client service environment with peers, attorneys, management, and vendors. Excellent written and interpersonal communication skills. Ability to organize and manage multiple projects effectively; Detail oriented. Ideal candidate is a creative thinker who can inspire confidence and get results. Salary: Competitive. Please send resumes and cover letters to Eva Wisnik at [ewisnik@wisnik.com](mailto:ewisnik@wisnik.com). (Posted by Wisnik Career Enterprises, Inc.)

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**Professional Development Manager.** Posted 3/18/10. K&L Gates LLP, an international, multi-practice law firm with approximately 1800 lawyers in 36 offices worldwide is seeking a Professional Development Manager to join the global Professional Development team. The Professional Development Manager is responsible for: Development and implementation of significant portions of the K&L Gates firm-wide Professional Development curricula in cooperation with Practice Area Leaders, including practice specific training; Designing and implementing e-learning programs and technologies to serve internal clients as well as external constituencies; Assisting with the development and coordination of firm-wide Professional Development programs for summer associates and serving as the main coordinator for local office summer programs in cooperation with recruiting personnel and local office administrators; Assisting with the development and coordination of the First Year curriculum and First Year Orientation programs; Working closely with recruiting, marketing, and other departments to create focused training programs and initiatives and to increase the internal profile of the Professional Development Department; Monitoring the local office Professional Development budget; Overseeing local office administration of tasks such as approval of outside CLE requests, Bar Memberships, CLE compliance tracking, Mentoring, etc; Working with outside consultants to tailor training programs to meet specific firm needs. The position requires a lawyer with practice experience (a litigation background is a plus) along with demonstrated knowledge and experience in facilitating and designing adult education programs in a

multi-office law firm. A minimum of three years professional development experience is desired. Excellent communication skills, strong analysis and problem solving skills, and attention to detail are required. A solid knowledge of the MCLE rules is a plus. The candidate should demonstrate a proven ability to multi-task, plan, organize and prioritize work; work independently and as part of a team; and to build effective relationships with lawyers and staff. Position to be filled in one of the following locations: Boston, Charlotte, Chicago, Dallas, Newark, Pittsburgh or Washington DC. Interested parties should forward a resume of qualifications to Human Resources, K&L Gates Center, 210 Sixth Avenue, Pittsburgh, PA 15222-2613, or fax (412) 355-6501, or email resume to [resumes@klgates.com](mailto:resumes@klgates.com).

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**Professional Development Specialist.** Posted 3/12/10. Kramer Levin Naftalis & Frankel LLP (New York, NY) is seeking a Professional Development Specialist, who will report to the Acting Director of Professional Development and work on firm-wide professional development and training initiatives for attorneys. Job Responsibilities: Plays a key role in the development of the training strategy for attorneys and paralegals, including working with the Acting Director of Professional Development to further develop the training curriculum, implementing training programs, and assisting with the development and implementation of the first-year associate orientation program. Oversees and administers the firm's CLE matters, including maintaining the firm's CLE database, developing and implementing firm policies related to CLE matters, educating attorneys on the New York CLE process and related firm policies, and handling state bar registration forms and association membership fees. Manages the temporary attorney process at the firm, including engaging temporary attorneys, maintaining relationships with temporary attorney agencies, educating firm attorneys on the temporary attorney process and firm policies related to such, and developing, implementing and enforcing firm policies related to temporary attorneys. Works with the Acting Director of Professional Development in coordinating the annual and mid-year attorney performance evaluations. Assists in the development and implementation of the firm's mentoring program and associate integration programs. Works closely with the Acting Director of Professional Development on other professional development programs, initiatives and efforts. Education / Experience Requirements: J.D. required. Work experience as an attorney preferred. Please e-mail resumes and cover letters to Sejal Shah at [SShah@kramerlevin.com](mailto:SShah@kramerlevin.com).

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**Training and Development Manager.** Posted 3/11/10. (Los Angeles, CA) Proskauer, a firm of over 700 lawyers world-wide, is creating a new professional development position in its Los Angeles office. This position will provide the right candidate with the opportunity to oversee all aspects of attorney development in the office. Responsibilities will include: Professional Development — Regularly meet with all associates to monitor morale and ensure that they are getting appropriate assignments/experience and are reaching appropriate career development goals and

objectives. Facilitate the administration of evaluations and upward reviews. Oversee Mentor Program activities. Track CLE credits for internal and external programs. Conduct exit interviews as necessary. Staffing — Meeting with partners as needed regarding staffing needs for associates and paralegals. Monitoring associate and paralegal projects, availability and time and staffing associates on all projects. Ensuring that associates receive a reasonable variety of work and streamlining the staffing process throughout the Los Angeles practice groups. Recruiting, Summer and First Year Programs — Generally oversee recruiting of law students and lateral candidates, including partners. Generally oversee Summer Program, including ongoing review of work assignments/evaluations and interface with partners regarding the progress of individual summer associates. Coordinate with Director of Professional Development regarding Proskauer Institute and incoming associate onboarding. Candidates should have either a bachelor's degree and at least five years combined experience within the attorney professional development industry, or a Juris Doctor or similar legal degree and at least five years combined experience in the legal profession. Candidates also should possess a strong commitment to diversity and excellent leadership, interpersonal, organizational and management skills. Salary commensurate with experience. Please email resumes and cover letters to [jollman@proskauer.com](mailto:jollman@proskauer.com).

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**Director of Professional Development & Inclusion.** Posted 3/25/10. Vinson & Elkins, a global law firm with over 750 lawyers in 14 offices, is seeking a Director of Professional Development & Inclusion. The Director will advise the Chief Talent Officer and Talent Management Committee on effective lawyer development strategies and performance management practices that advance the firm's strategic goals. In collaboration with the Diversity Committee and Women's Career Development Council, the Director will be responsible for helping the firm to instill and maintain a culture of inclusion to attract, develop, advance and retain a diverse group of lawyers across all offices. Responsibilities will include developing and managing lawyer integration, legal and professional skills training curricula, career development initiatives, work allocation systems, performance management practices, annual evaluations, experiential learning opportunities through pro bono and shadowing opportunities, mentoring, and inclusion activities. Candidate must have strong communication, relationship building, counseling, and people and project management skills. A minimum of 6 years experience in a professional development and inclusion leadership role in a law firm or other similar environment required. Bachelor's degree required; advanced degree in organizational development or law is a plus. Director can be located in Houston, Dallas, Austin, New York, or Washington, D.C. Travel will be required. Please email cover letter and resume to Caren Ulrich Stacy at [caren@lawyerdevelopment.com](mailto:caren@lawyerdevelopment.com). No search firm or employment agency submissions, please.

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## **DIVERSITY MANAGER**

**Diversity Manager.** Work with its firmwide Diversity Committee to implement the Committee's goals, policies and programs. Help the Committee to identify and evaluate current best practices in diversity; collaborate with Legal Recruiting in the recruitment of law students and lawyers of diverse backgrounds; manage with Professional Development staff the advising, training and work assignment issues as they relate to lawyers in different minority groups; evaluate the firm's diversity training and assist with developing new training and education; provide career counseling and mentoring to lawyers of diverse backgrounds; support the firm's affinity groups, including meeting with affinity group leaders to plan and schedule affinity group events and programs; serve as a liaison between the firm's Diversity Committee and outside organizations, including reviewing requests for sponsorships and firm contributions; maintain and report the firm's diversity statistics internally and in response to requests from legal publications and clients; coordinate with the Marketing staff on the communication of the firm's diversity activities and initiatives on the firm's website, intranet and other publications; and create systems to measure progress against the firm's diversity goals.

**Diversity Manager.** Posted 3/10/10. Faegre & Benson LLP has an exciting opportunity for a Diversity Manager. This position will lead the continued development and implementation of Faegre & Benson's firm-wide diversity and inclusion initiatives, focusing on the firm's strategic plan to be a market leader in diversity. We seek an individual that understands the key differences between diversity and inclusion and the necessary steps to implementing both with a focus on creating and nurturing strong and positive relationships within and outside the firm. This position is responsible for administering, implementing, supporting and furthering the firm's initiatives to attract, develop, train, retain and promote lawyers of color, women, LGBT lawyers, and lawyers with physical disabilities. In addition, responsibilities include identifying and recommending diversity best practices; promoting, implementing and participating in the development of our internal diversity programming and serving as a resource for our external marketing and networking efforts. The Diversity Manager will interact and regularly report to the Diversity Partner of the Management Committee, the Chair of the Diversity Committee and the Director of Legal Personnel and will collaborate with the Human Resources and Marketing Departments. In this regard, the Diversity Manager is expected to be a "presence" in all offices and serve as a resource for all lawyers. Our ideal candidate will have large law firm diversity and inclusion experience as well as knowledge of recruiting and professional development best practices and marketing experience. A 4-year degree is required; a law degree and legal practice or law firm management background are preferred. Qualified candidates must have strong written and verbal communication skills as well as excellent organizational skills, attention to detail and project management skills. We seek a self-starter who desires to show ownership and commitment to the position, exercises confidentiality and discretion and

engenders trust. The Diversity Manager must have the demonstrated ability to complete ongoing day-to-day tasks in addition to and between major projects and events. The ability to handle nuance and subtlety and to deliver sensitive information effectively is also key. This position can be located in our Minneapolis or Denver office. Faegre & Benson LLP offers a professional work environment, competitive wages and an excellent benefits package. For more information about Faegre & Benson or to apply online, please visit [www.faegre.com](http://www.faegre.com). You may also send your resume and salary history to Faegre & Benson LLP, ATTN: Human Resources, 2200 Wells Fargo Center, 90 South Seventh Street, Minneapolis, MN 55402 or fax to: 612-766-1763. EOE.

## RESOURCES

- "What Got You Here Won't Get You There", by Marshall Goldsmith with Mark Reiter, January 2, 2007, Hyperion
- Ask For It: How Women Can Use the Power of Negotiation to Get What They Really Want, Linda Babcock and Sara Laschever
- Build your own Life Brand - Stedman Graham
- Getting Things Done - David Allen
- Women Don't Ask: Opportunity, Negotiation, And the Gender Gap, Linda Babcock and Sara Laschever