



NALP

2017 Survey of Canadian Law School Career Services Offices

© September 2017
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2017 Survey of Canadian Law School Career Services Offices

Introduction

The **2017 NALP Survey of Canadian Law School Career Services Offices** was conducted during June 2017. A total of 17 schools completed the survey, representing every province in which there is a law school. Because of the small number of responses possible for this survey, most analyses are at the national level only; in few instances analyses are also based on law school enrollment. Additionally, with few schools reporting more than three staff members in the career services offices, with a total of just eight staff members reported in the 4th – 7th positions, staff members in the 3rd – 7th positions were combined to provide sufficient data points for analysis. As shown in Table 4, the mix of these individuals as to title is similar to that of the second position.

Finally, some findings are reported out in footnotes or text only, as the item was applicable to only a few respondents.



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Contents

Table 1. Staffing Levels	5
Table 2. Staffing for Specific Functions (<i>percent of schools</i>)	6
Table 3. Characteristics of Primary Staff Person	7
Table 4. Characteristics of Second Staff Person	8
Table 5. Characteristics of Additional Staff Reported	9
Table 6. Other Duties Performed by Staff	10
Table 7. Reporting Lines — Person to Whom the Primary CSO Professional Reports	10
Table 8. Other Offices/Functions Reporting to the Immediate Supervisor of the Primary CSO Professional	11
Table 9. Benefits Paid For by the School	11
Table 10. Changes Experienced in the Most Recent Fiscal Year	12

Table 1. Staffing Levels

	Overall (N = 17)	By Total Enrollment (JD/LLB and Graduate Students):	
		Less Than 600 (N = 8)	600 or More (N = 9)
Professional Staff — Full-Time			
Average number	1.8	1.3	2.3
% Reporting 1	53%	75%	33%
% Reporting 2	29%	25%	33%
% Reporting 3 or more	18%	0%	33%
Support Staff — Full-Time			
Average number	0.7	0.6	0.8
% Reporting none	35%	38%	33%
% Reporting 1	59%	62%	56%
% Reporting 2 or more	6%	0%	11%
Paid Student Assistants — Part-Time, Fall 2016			
Average number	1.3	0.6	1.9
% Reporting none	59%	88%	33%
% Reporting 1 or more	41%	12%	67%
Paid Student Assistants — Part-Time, Spring 2017			
Average number	1.4	0.6	2.0
% Reporting none	59%	88%	33%
% Reporting 1 or more	41%	12%	67%
Student Volunteers			
Average number	7.6	5.1	9.9
% Reporting none	41%	12%	67%
% Reporting 1-4	18%	38%	0
% Reporting 5 or more	41%	50%	33%

Note: Few schools reported staff in other categories. Reporting was as follows:

Three schools reported one part-time professional staff; of these two were reported as part-time counselors. One school reported a part-time support staff. About 70% of schools reported having no full-time student assistants during summer 2016; most of the rest reported having one. One school reported having full-time student assistants during fall 2016. Two schools reported having one or more full-time student assistants during spring 2017. Two schools reported having one or more part-time student assistants during summer 2016. Staff in the 'other' category was reported by one school and described as part-time temporary staff to help with OCI's.

**Table 2. Staffing for Specific Functions
(percent of schools)**

	Overall (N= 17)	By Total Enrollment (JD/LLB and Graduate Students):	
		Less Than 600 (N =8)	600 or More (N = 9)
Staff Person for Employer Outreach	24%	38%	11%
Judicial Clerkship Counseling Provided By:			
Designated CSO staff	47	25	67
Any available CSO Counselor/Staff	53	62	44
Clerkship advising is independent of CSO	18	0	33
Other*	29	38	22
Career Counseling for Graduate Students Provided By:			
Designated CSO staff	18	13	22
Any available CSO counselor/staff	47	38	56
Graduate student office staff	41	25	56
Other**	12	0	22
School does not have graduate students	18	25	11
Public Interest/Government Counseling Provided By:			
Designated CSO staff	47	25	67
Any available CSO counselor/staff	71	75	67
Staff in separate public interest office	0	0	0
Other***	6	0	11

Note: More than one response could be chosen for each question, so percentages add to more than 100.

One school reported having a staff person primarily dedicated to alumni counseling. One school reported having a staff person primarily dedicated to wellness/personal counseling.

Three schools reported offering a masters in law program. One school reported that the CSO provides career counseling to these students.

*Others described include faculty or a faculty committee; and alumni.

**Faculty was mentioned.

***Alumni were mentioned.

Table 3. Characteristics of Primary Staff Person

Titles Reported*	
Director	53%
Assistant Dean	12%
Other, e.g., coordinator, officer, manager	35%
Years in Current Job	
3 years or less	41%
More than 3 years	59%
Average number of years	4.4
Years in Field (N = 16)	
8 years or less	44%
More than 8 years	56%
Average number of years	9.3
LLB/JD?	
Yes	82%
Prior Practice (N=14)?	
Yes	93%
Current License Status (N = 14)	
Practicing member of a provincial law society	29%
Non-practicing member of a provincial law society	57%
Not a member of a provincial law society	14%
Salaries for Full-Time Staff (# reporting = 15)	
Median	\$87,000
Average	\$83,787
Half of salaries fell in range from:	\$81,300-91,200
Time Spent on Career Counseling	
None	0%
Less than 25%	18%
26-50%	41%
51-75%	35%
More than 75%	6%

Note: Number reporting is 17 unless otherwise noted. All but one of these individuals were reported as professional full-time staff.

*Titles have been grouped into categories based on the presence of the word(s) in the title.

Other advanced degrees described include LLM, MBA, and MEd, some specified as in counselling.

Table 4. Characteristics of Second Staff Person

Titles Reported	
Counsellor/advisor	46%
Coordinator	15%
Assistant	23%
Other, e.g., officer, director	15%
Job Characteristics	
Professional full-time	62%
Professional part-time	8%
Support full-time	31%
Years in Current Job	
Less Than Two Years	46%
Two or More Years	54%
Average Number of Years	3.1
Years in Field (N = 12)	
Less than Five Years	42%
Five or More Years	58%
Average Number of Years	6.9
LLB/JD?	
Yes	54%
Prior Practice (N=7)?	
Yes	86%
Current License Status (N = 7)	
Practicing Member of a Provincial Law Society	14%
Non-Practicing Member of a Provincial Law Society	71%
Not a member of a provincial law society	14%
Salaries for Full-Time Staff (# reporting = 11)	
Median	\$71,750
Average	\$63,900
Half of salaries fell in range from:	\$40,000-73,750
Time Spent on Career Counseling	
None	8%
Less than 25%	23%
26-50%	23%
51-75%	23%
More than 75%	23%

Note: Number reporting is 13 unless otherwise noted.

*Titles have been grouped into categories based on the presence of the word(s) in the title.

Other advanced degrees described were MA or MEd, some specified as in counselling.

Table 5. Characteristics of Additional Staff Reported

Titles Reported*	
Advisor/counsellor	44%
Coordinator	25%
Administrative support	19%
Officer	12%
Job Characteristics	
Professional full-time	44%
Professional part-time	13%
Support full-time	44%
Years in Current Job (N = 14)	
One year or less	50%
More than one year	50%
Average number of years	4.2
Years in Field (N = 14)	
Less than 3 years	43%
Three or more years	57%
Average number of years	6.9
LLB/JD?	
Yes	31%
Prior Practice (N=5)	
Yes	100%
Current License Status (N = 5)	
Practicing member of a provincial law society	0%
Non-practicing member of a provincial law society	100%
Not a member of a provincial law society	0%
Salaries for Full-Time Staff (# reporting = 14)	
Median	\$64,750
Average	\$57,700
Half of salaries fell in range from:	\$44,500-68,000
Time Spent on Career Counseling (N = 15)	
None	53%
Less than 25%	13%
26-50%	0%
51-75%	27%
More than 75%	7%

Note: Number reporting is 16 unless otherwise noted.

*Titles have been grouped into categories based on the presence of the word(s) in the title.

Other advanced degrees described were MA or MEd in counselling.

Table 6. Other Duties Performed by Staff

	Primary Staff Person (N = 17)	Second Staff Person (N = 13)	Additional Staff (N = 16)
Program development and career education	100%	69%	44%
Recruitment initiatives	100%	77%	63%
Employer outreach	100%	38%	63%
Development and fundraising	24%	0%	6%
Management/administrative duties	100%	0%	13%
Experiential learning or law co-op programs	24%	0%	19%
Wellness or personal counselling	24%	8%	6%
Other	12%	15%	31%

Other duties noted for the primary professional include duties related to internships, supervision of PBSC chapter, external relations, and coordinating faculty and student events. For the second staff person, providing administrative support to the faculty was mentioned. For the additional staff, job postings, records, translation, communications, and event management were noted.

Table 7. Reporting Lines — Person to Whom the Primary CSO Professional Reports

	Overall (N = 17)	By Total Enrollment (JD/LLB and Graduate Students):	
		Less Than 600 (N = 8)	600 or More (N = 9)
Law School Dean	35%	63%	11%
Law School Associate Dean	24	25	22
Law School Assistant Dean	29	0	56
Other Law School Administrator*	12	12	11

*Other administrators mentioned were operations manager and administrative director.

Table 8. Other Offices/Functions Reporting to the Immediate Supervisor of the Primary CSO Professional

	Percent of Schools
All other offices	12%
Admissions	41
Registrar	24
Student services	47
Financial aid	18
Development	18
Business/finance	18
Other	24
None	6

Note: All percentages based on all 17 responses. Respondents could check more than one response; hence percentages add to more than 100. Others specified include wellness counselor, graduate studies advisor, and support staff for faculty.

Source of Funding for Staff Salaries – An inquiry as to how staff salaries are funded (from revenue generated by the CSO, from a centralized law school staff fund, or from an ‘other’ source) revealed that at nearly all schools (15 of 17) salaries are funded from a centralized law school staff salary fund. 13 schools reported a central fund only. The remaining four schools reported some combination of sources, with student fees one of the ‘other’ sources specified. No school reported that CSO salaries are entirely funded by revenue generated by the CSO.

Table 9. Benefits Paid For by the School

	Percent of Schools Providing the Benefit For:	
	Professional Staff	Support Staff
Association memberships	88%	18%
Industry conferences	100	29
Laptop	47	12
Mobile hand-held device	29	0
Corporate credit card	29	0
Parking	0	0
Broadband remote access	18	12
Cell phone	35	0
Tablet	12	0

Note: All percentages are based on all 17 respondents.

For professional staff, memberships typically include NALP, Canadian Bar Association, Law Society, and provincial bar associations. Industry conferences typically include NALP’s annual conference and CLCDN meetings. For support staff, paid memberships and industry conferences, if any are for NALP or CLCDN.

Table 10. Changes Experienced in the Most Recent Fiscal Year

	Percent of Schools Reporting:
Position(s) in the office eliminated	12%
Position(s) in the office added	24
Position changed from part-time to full-time	6
Position changed from full-time to part-time	6
Staff have left the office	35
Staff have joined the office	53
Office budget reduced	18
Office budget increased	12
Travel authority/budget reduced or eliminated	12
Travel authority/budget increased	18
Decrease in funds for staff professional development/conferences	18
Increase in funds for staff professional development/conferences	6
Other*	12

Note: All percentages are based on all 17 respondents. Since more than one item could be checked, percentages add to more than 100.

*One described as merging two positions into one. Also noted were budget decrease staff cuts ongoing through Summer 2017.

Open-ended comments on changes, challenges, and enhancements that have affected the office since May 2016:

- Our office has experienced significant staff turnover.
- Increase in class size.
- Switched to a new CSM platform (away from Symplicity).
- A Clinical Therapist added to our office space this past year, but she works independently from our office.
- Our CDO as two sections: one in law and one in political science. The Director is in charge of both.
- Last February, the internship officer retired and her duties were transferred to the Director, so the Director is in charge of the experiential learning in political science and international relations.
- The office capacity was increased greatly — went from one career office to now having a Director of Career Services, Career Officer and Support Staff Member. Support from the upper administration greatly increased and more accountability from the Career Services Department will be required in the future.
- A changing legal market and a decrease of available positions has been a challenge our office must address. In addition, we have significant space constraints.
- We are continuing to make inroads into Professional Development Programming as part of the curriculum and are happy that our pilot project from 2015 met with success and continues to be implemented with slight changes year to year.
- New budget and staff cuts will take place before August 31, 2017, which will have a significant impact on the services we provide moving forward.

Note: Some comments were edited slightly for clarity and length.



