



National Association for Law Placement

2023 SURVEY OF CANADIAN LAW SCHOOL CAREER SERVICES OFFICES

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NALP values and intentionally strives for a diverse leadership.

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INTRODUCTION

The 2023 NALP Survey of Canadian Law School Career Services Offices was conducted during May and June 2023. A total of 16 schools completed the survey, representing seven provinces. Because of the small number of responses possible for this survey, most analyses are at the national level only; in a few instances analyses are also based on law school enrollment. These 16 schools collectively reported on 46 staff members. These were grouped into categories: primary professionals, second and third professionals, and support staff.

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

Table 1. Staffing Levels
(Percent of Schools, Except for Averages)

	By Total Enrollment (JD/LLB and graduate students)		
	Overall (N = 16)	Less than 500 (N = 7)	500 or more (N = 9)
Professional Staff — Full-time			
Average number	2.1	1.6	2.6
% reporting one	31.3%	57.1%	55.6%
% reporting two	37.5%	42.9%	
% reporting three or more	31.3%		
Support Staff — Full-time			
Average number	0.7	0.6	0.8
% reporting none	37.5%	42.9%	33.3%
% reporting one or two	62.5%	57.1%*	66.7%
Paid Student Assistants — Part-time, Fall 2022			
Average number	1.2	0.6	1.7
% reporting none	43.8%	57.1%	33.3%
% reporting one	31.3%	42.9%	33.3%
% reporting two or more	25.0%		33.3%
Paid Student Assistants — Part-time, Spring 2023			
Average number	0.9	0.6	1.2
% reporting none	50.0%	57.1%	44.4%
% reporting one	31.3%	42.9%	33.3%
% reporting two or more	18.7%		22.2%
Student Volunteers			
Average number	6.1	1.4	9.8
% reporting none	43.8%	71.4%	22.2%
% reporting 1-9	37.5%	28.6%	44.4%
% reporting 10 or more	18.7%	0	33.3%

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

Four schools reported one part-time professional staff, mostly the role of counselor. No schools reported part-time support staff. About two-thirds of schools reported having no full-time student assistants during summer 2022; most of the rest, typically larger schools, reported having one student assistant. Just one school reported having a full-time student assistant during fall 2022; no schools reported a full-time student assistant during spring 2023. Two schools reported having one part-time student assistant during summer 2022. There was no reported staff in the 'other' category.

*All schools in this category reported one full-time support staff.

Table 2. Staffing for Specific Functions
(Percent of Schools)

	Overall (N = 16)	By Total Enrollment (JD/LLB and graduate students)	
		Less than 500 (N = 7)	500 or more (N = 9)
Staff person for employer outreach	31.3%	—NC—	
Staff person for wellness or personal counseling	56.3	42.9%	66.7%
Judicial Clerkship Counseling Provided By:			
Designated (or only) CSO staff	68.8	85.7	55.6
Any available CSO counselor/staff	50.0	42.9	55.6
Clerkship advising is independent of CSO	25.0	28.6	22.2
Other*	12.5	0.0	0.0
Career Counseling for Graduate Students Provided By:			
Designated (or only) CSO staff**	16.7	—NC—	
Any available CSO counselor/staff**	50.0		
Graduate student office staff**	25.0		
Other (faculty noted)**	25.0		
School does not have graduate students	25.0		
Public Interest/Government Counseling Provided By:			
Designated (or only) CSO staff	50.0	57.1	44.4
Any available CSO counselor/staff	62.5	42.9	77.8

Note: More than one response could be chosen for the counseling questions, so percentages add to more than 100. NC indicates that percentages were not calculated as the overall number of schools in the category is less than five. Designated staff may be the only staff in the office.

One school reported having a staff person primarily dedicated to alumni counseling. The staff person primarily dedicated to wellness/personal counseling may or may not be in careers office.

Three schools reported offering a masters in law program. Career counseling for these students may be provided by any available CSO staff and/or outside of the CSO.

*Others described include working collaboratively with faculty, or a faculty committee for Supreme Court clerkships in addition to the CSO.

**Overall figures are based on 12 schools which reported having graduate students.

No schools reported having a separate public interest office or other public interest counseling model.

Table 3. **Characteristics of Primary Staff Person**

Titles Reported*	
Director	60.0%
Assistant Dean	13.3%
Other, e.g., officer, manager	26.7%
Years in Current Job	
5 years or less	46.7%
More than 5 years	53.3%
Average number of years	6.8
Years in Field	
10 years or less	53.3%
More than 10 years	46.7%
Average number of years	12.7
LLB/JD?***	
Yes	66.7%
Salaries for Full-time Staff	
Median	\$105,875
Average	\$102,025

Note: Number reporting is 15 unless otherwise noted. All of these individuals were reported as professional full-time staff. Salary figures have been rounded to the nearest \$25 for the purposes of calculating and reporting these measures.

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

** All individuals with an LLB/JD practiced previously and are either a non-practicing member or not currently a member of a provincial law society.

Other advanced degrees described include LLM and a variety at the Master’s level, including MBA, MEd, MS, MIR, MDS.

Table 4. **Characteristics of Second Professional Staff**

Titles Reported*	
Officer, director, manager	40.0%
Counselor, advisor, associate	40.0%
Coordinator, assistant	20.0%
Years in Current Job	
3 years or less	53.3%
More than 3 years	46.7%
Average number of years	6.9
Years in Field (N = 14)	
5 years or less	50.0%
More than 5 years	50.0%
Average number of years	7.8
LLB/JD? **	
Yes	53.3%
Salaries for Full-time Staff (N = 14)	
Median	\$85,650
Average	\$79,125

Note: Number reporting is 15 unless otherwise noted. All of these individuals were reported as professional staff and all but one are full-time. Salary figures have been rounded to the nearest \$25 for the purposes of calculating and reporting these measures.

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

** All individuals with an LLB/JD practiced previously and are either a non-practicing member or not currently a member of a provincial law society.

Other advanced degrees described are at the Master's level, including MEd, and MA in counseling.

Table 5. **Characteristics of Third Staff Reported**

Titles Reported*	
Advisor/counselor	66.6%
Coordinator	33.3%
Job Characteristics	
Professional full-time	66.7%
Professional part-time	33.3%
Years in Current Job	
1 year or less	55.6%
More than 1 year	44.4%
Average number of years	2.8
Years in Field	
Less than 5 years	55.6%
Five years or more	44.4%
Average number of years	7.0
LLB/JD? **	
Yes	66.7%
Salaries for Full-time Staff (N = 7)	
Median	\$63,000
Average	\$68,100

Note: Number reporting is 9 unless otherwise noted. Salary figures have been rounded to the nearest \$25 for the purposes of calculating and reporting these measures.

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

**Of those individuals with an LLB/JD, 80% have practiced previously, and the majority are currently non-practicing members of a provincial law society. Due to the small number, detail is not reported.

Other advanced degrees described include MA and MEd.

Table 6. **Characteristics of Support Staff**

Titles Reported*	
Coordinator, officer	42.9%
Assistant	57.1%
Years in Current Job	
Less than 1 year	42.9%
1 year or more	57.1%
Average number of years	5.9
Years in Field (N = 6)	
3 years or less	50.0%
More than 3 years	50.0%
Average number of years	5.9
Salaries for Full-time Staff (N = 7)	
Median	\$59,550
Average	\$64,225

Note: Number reporting is 7 unless otherwise noted and are all reported as full-time support staff. Salary figures have been rounded to the nearest \$25 for the purposes of calculating and reporting these measures.

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

None of these individuals were reported as having an LLB/JD.

Other advanced degrees described include MBA.

Table 7. Other Duties Performed by Staff

	Primary professional staff (N = 15)	Second professional staff (N = 15)	Third professional staff (N = 9)	Support staff (N = 7)
Program development and career education	100.0%	86.7%	88.9%	14.3%
Recruitment initiatives	93.3	93.3	77.8	57.1
Employer outreach	100.0	73.3	77.8	71.4
Development and fundraising	26.7	13.3	33.3	0.0
Management/ administrative duties	93.3	26.7	0.0	0.0
Experiential learning or law co-op programs	46.7	20.0	33.3	14.3
Wellness or personal counseling	46.7	33.3	33.3	0.0
Other	6.7	6.7	0.0	28.7

Other duties noted include serving as on-site supervisor for Pro Bono Students Canada, and various secretarial and administrative support tasks.

Table 8. Reporting Lines — Person to Whom the Primary CSO Professional Reports

	Overall
Law School Dean	46.7%
Law School Associate Dean	13.3
Law School Assistant Dean	26.7
Other	13.3

Note: All percentages based on 15 responses. Operations Manager and Manager of Academic Affairs and Student Services were also mentioned.

Table 9. Other Offices/Functions Reporting to the Immediate Supervisor of the Primary CSO Professional

	Percent of schools
All other offices	25.0%
Admissions	50.0
Registrar	18.8
Student services	50.0
Financial aid	12.5
Development	18.8
Business/finance	18.8
No other offices	6.2

Note: All percentages based on all 16 responses. Respondents could check more than one response; hence percentages add to more than 100. About one-third of schools checked 'other', with descriptions including: communications; faculty support; Indigenous initiatives; graduate program; clinics, e.g., environmental law; technology; wellness advisor.

Source of Funding for Staff Salaries – Nearly all schools (14 of 16) reported that salaries are funded from a centralized law school staff salary fund. Seven schools reported a central fund only. Eight schools reported student fees, usually, but not always, in conjunction with other sources. A few schools reported that CSO salaries are funded partially, but not exclusively by revenue generated by the CSO. Funding from the larger university was also mentioned.

Table 10. Benefits Paid for by the School

	Percent of schools providing the benefit for	
	Professional Staff	Support Staff
Association memberships	87.5%	6.3%
Industry conferences	93.8	25.0
Laptop	81.3	56.3
Corporate credit card	50.0	12.5
Remote network access	43.8	25.0
Cell phone	37.5	6.3
Tablet	12.5	6.3

Note: All percentages are based on all 16 respondents. No schools reported providing paid parking.

For professional staff, memberships typically include NALP, Canadian Bar Association, Law Society of Ontario, and other provincial bar associations. Industry conferences typically include NALP's annual conference and Canadian Winter meeting, and CLCDN meetings. For support staff, paid memberships and industry conferences, if any, are generally for NALP.

Table 11. Changes Experienced Since the 2021 Survey

	Percent of Schools			
	No	Yes	Change was or is expected to be temporary	Change was Covid-related
Position(s) in the office eliminated	87.5%	12.5%	12.5%	6.3%
[Alumni Officer, Part-time Administrative Coordinator]				
Position(s) in the office added	62.5	37.5	12.5	0.0
[Career Services Coordinator, Career Advisors, Manager, Indigenous Coordinator]				
Office budget reduced	75.0	25.0	0.0	0.0
Office budget increased	87.5	12.5	6.3	0.0
Responsibilities added to CSO portfolio	81.3	18.7	0.0	0.0
[Alumni career counseling and development, managing clerkship program, expansion of internships]				
Responsibilities removed from CSO portfolio	93.7	6.3	0.0	0.0
[Alumni Mentor Program]				
Initiated or increased programming related to student mental or physical health	43.8	56.2	0.0	6.3
Initiated or increased programming related to student professional development	56.3	43.7	0.0	6.3
Initiated or increased programming related to virtual etiquette	31.3	68.7	0.0	31.3
Travel authority/budget reduced or eliminated	50.0	50.0	37.5	18.8
Travel authority/budget increased	93.7	6.3	0.0	0.0
Decrease in funds for staff professional development/conferences	68.7	31.3	18.8	6.3
Increase in funds for staff professional development/conferences	93.7	6.3	0.0	0.0

Note: Percentages across add to more than 100, because the nature of the change is a subset of the 'Yes' responses. Specifics provided for some categories are directly below those categories. No schools reported staff furloughs, a position or positions changing from full-to part-time or vice versa. No schools reported or described an 'other' change.

Table 12. Operational Changes Since March 2020 and Impetus for Change
(percent of schools)

	Yes		No
	Change made in response to Covid-19	Change made in response to Covid-19 and also for other reasons.	
Remote/hybrid work will continue to be available to some or all CSO staff	56.3%	31.2%	12.5%
The CSO will continue to offer virtual counseling appointments	75.0	25.0	0.0
At least some programming will continue to be offered in an all-virtual or hybrid format	81.2	18.8	0.0

Note: No schools indicated that the change came about only for reasons other than Covid-19.



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