

MEMORANDUM

TO: NALP Executive Board

FROM: Caroline Ruhle and Claire Lee, NALP International & Advanced Degree Advising & Recruiting Section Chairs

DATE: October 15, 2024

RE: NALP International & Advanced Degree Advising & Recruiting Section Board Report

Please find below a report on the International & Advanced Degree Section's activities since the last Board Report in June 2024.

Section Call

The International & Advanced Degree Advising & Recruiting Section held its Section call on October 1, 2024. Caroline Ruhle and Claire Lee, Co-Chairs moderated.

Our section invites guest speakers to our quarterly calls to educate our members on relevant issues for our constituency including technological advances, insights into hiring patterns of private law and public interest law employers, market charges, etc. We survey our section members for section meeting program ideas and feedback.

Guest Speaker Remy Reyes, the U.N. High Commissioner for Refugees (UNHCR)

Raimy Reyes, Asst. Resettlement and Complementary Pathways Officer, UN High Commissioner for Refugees, was invited to join our section meeting to share an overview of careers at the United Nations. Raimy spoke on the different types of United Nation vacancies, requirements, provide an overview of the recruitment process, tips for successful applications, and resources to share with our group.

Some Key Takeaways from the presentation:

The United Nations system hires based on personnel categories: Each position is created based on the needs of each operation. Each agency has different types of contracts and positions are created based on the needs of each operation. It's not easy to fit someone in at the UN, the candidate must find a listing that already exists and see whether they fit into the categories.

The UN has a variety of local and international contracts: The types of positions include Fixed term, Temporary Assignments, Junior Professional Officer (JPO) / Young Professionals Program (YPP), Internships / Fellowships. There's an array of ways to get into the UN. They usually encourage people to try to get in through internships and fellowships, because those are more entry level positions. Once candidates acquire the skills through the internship/fellowship, then you're more competitive to apply for a staff position.

Benefits and Allowances: Candidates need to be aware of the salary amount, a lot of people have been surprised with the salary amount, and/or the fact that they must pay a lot for taxes. The UN salary is competitive but is not the same as the private sector salaries. Raimy provided resources that list the UN salary range. She noted that candidates should look at the salary amount in addition to the description for the job.

Vacancies: Each organization shares available vacancies on their unique hiring platform. There is no centralized platform where candidates can find vacancies. The vacancies are not always shared with traditional job search engines (such as LinkedIn or Indeed). Each type of position could entail different application processes. Specific application requirements and timelines are shared within each vacancy announcement. And it is very important to check the hiring platform frequently, because usually vacancies are only open for 2 weeks. You must apply via the U.N. website. Some positions require an exam or a writing sample and all require an interview.

The best way to find vacancies is the website of the agency you are interested in. Use can also use specialized search engines such as: <https://unjobs.org/>, <https://reliefweb.int/>, <https://www.globaljobs.org/>, <https://www.psjd.org/>, <https://www.idealists.org/>, <https://asil.org/>. Search in specialized networks: LinkedIn/Facebook Groups/Listservs.

Recruitment Applications and Interviewing: Candidates should plan their application (research the position and understand the job description). Ask yourself: what are the main duties; is this the right fit for me; do I meet most of the requirements; do I have the relevant skills and experience for the job? Mass applications do not work.

Complete and submit your application. Make sure to: list your education and work background thoroughly; tailor your skills to the post you are applying for; check for grammatical errors; take your time to complete the application.

UNHCR's Letter of Interest - How have your achievements and operational experience to date prepared you for this position? Please refer to the job description and to the essential requirements therein, and the operational context (if available). Please describe any skills and competencies you have, and which may be of relevance to the position. How does this position align with your career aspirations?

Assessments and Competency-Based Interviews: They look at past experience to make sure that you're going to have a good future performance. The person and position must align, so be specific about transferable skills and competencies. Assessments: Candidates who pass the basic eligibility screening could be contacted for further written assessments (language and functional assessments, as appropriate) prior to being selected for interviews. Interviews: Competency-based interviews are based on the concept that past behavior and experience is the best indicator of future performance. Appointments: A hiring panel/manager will select the successful candidates, check references, and extend an official offer letter.

Tips for applying to UNHCR's vacancies: Review often UNHCR's career's website, Complete your profile ahead of time, Be selective about the vacancy you apply to, Be clear about why YOU are applying to the specific position, Be specific about the skills and competencies you have for the post, Recruiters look for transferable skills: communication with vulnerable population, writing, research, case management, languages, reporting.

Discussion on UNHCR postgrad fellowships: A fellowship to work at UNHCR will be posted and will be open for 3 weeks only. Usually hire 3 candidates. Candidates require funding, usually from school. UN is flexible about length of fellowship. Student visa is acceptable for fellowships.

Cassandra Stump – Board Report

Cassandra Stump provided a review of the last Board Meeting for the section.

Some Key Takeaways:

NALP has a Podcast, and she noted that the September episode featured executive Director Nikia Gray, who discussed the highlights of the upcoming class of 2023 jobs report, which will be published in mid-October. Also, on LinkedIn, NALP has the latest installment of the NALP Leaders in the Limelight, a series that highlights the Reflections and Thoughts of NALP board members.

NALP now has 5 affinity groups to help members form connections around shared identities.

The board met on finances and approved and reviewed the budget for the next fiscal year. There is a slight budget deficit, reflective of 2 previously approved strategic projects, including updates to the National Directory of Legal Employers, and the built out of advanced educational programming. Also noted was that NALP fees have increased slightly to align with inflation and offset some of the budget deficit.

The Change Management Task force has been looking at ways to provide articles, webinars, and other resources to help members navigate change within their organizations and in the industry. Topics related to change management include contingency, planning, well-being, hybrid working etc.

The nominating committee process will open in November. The Professional Development Institute Conference registration is open and will take place in early December in Scottsdale, Arizona. The Annual Education Conference is next April in Cleveland.

Cassandra noted interesting articles in the weekly digest that were relevant to the section, including that Law.com international reported that foreign firms in Hong Kong have been heading have been cutting head counts, and that senior partners have been encouraged to retire early. Also, capital markets and M&A teams have also been cut as deal work begins to dry up in the region.

NALP now Newsletter. PSJD pro bono publica nominations are open for law students whose extraordinary commitment to law-related public service work contributes to the overall growth within their school and in their smarter community.

There are upcoming Webinars that may be of interest to members, including one on neurodiversity - as well as a virtual workshop to become certified in mental health.

The next Board will be meeting in November right after election day and Cassandra will provide a board report the next section meeting.

The session meeting was then opened to the group for discussion.

Work Group Update

The Section did not suggest any new work groups. All Vice Chair positions have been filled except for the Communications, Social Media & Marketing work group. We will continue to recruit members to fill open positions during Section meetings and via NALP Connect.

Current Vice Chairs:

- AEC/Bulletin Article and Webinar Planning: Jabrina Robinson, Duke Law
- Bar Exam Issues: Amy Kimmel, UC Hastings; Claire Lee, Boston University School of Law
- Legislative Monitoring: Ruth Ann Castillo, Georgetown Law
- Member Relations, Tammy Dawson, University of California, Berkeley School of Law
- Knowledge Management: Sarah Gruzaz, USC Law
- Well-Being Champion: Amanda Thyden, USC Gould School of Law
- Communications, Social Media & Marketing

Membership Update

The following new members have recently joined our Section:

Alana Berman	University of Miami School of Law
Isaac Pulido	University of Missouri-Kansas City School of Law
Lauren McElroy	University of Washington School of Law
Nicole Monsibais	St. Mary's University School of Law
Tara Rhoades	The Sanity Plea LLC
Tracy Evans-Moyer	University of Connecticut School of Law

Each new member is sent an e-mail to welcome them to the Section, which includes information about getting involved by submitting Bulletin articles, conferences RFPs or being part of work groups. Members also receive NALP's LLM advisor manual.

Next Steps

Our quarterly meetings for the remainder of 2024-2025 will be held on the following dates and time; we will share zoom invites closer to the respective dates.

January 14, 2025; 1:00 PM EST (12pm Central/11am Mountain/10am Pacific)

March 04, 2025; 1:00 PM EST (12pm Central/11am Mountain/10am Pacific)