

SUSAN ANDERSON

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I started working in this industry at what turned out to be a very interesting time in legal recruitment! We have weathered a number of changes in the past several years, and I am excited about what comes next. I would like to serve my region as Regional Representative to support the exchange of information and deepen and broaden my knowledge of NALP. I have met wonderful people through my NALP experiences. I look forward to sharing knowledge both with them and leadership, as well as welcoming new members into the community.

WORK EXPERIENCE

Recruiting Coordinator, 2019-present
Duke University School of Law, Durham, NC

- Support all on- and off-campus recruiting programming, event planning, marketing, employer outreach, and employer relations functions, including On-Campus Interviews (OCI), Spring Interview Program (SIP), and job fairs.
- Organize employer outreach and sponsorship for 1L Blueprint for Success, an annual networking event for key employers and students.
- Coordinate event logistics, contracts, and vendors for Duke Law recruitment programs.
- Create content for formal employer communications, marketing pieces, web pages, and student recruiting resources.
- Manage contacts, OCI schedules and job postings in Symplicity and serve as main Symplicity contact.

Educational Program Coordinator, 2007-2019
Duke University Talent Identification Program, Durham, NC

- Oversaw the planning and execution for 2-3 academic summer residential program sites with up to 40 staff and 180 students each. Work included initial planning, decision-making, long-term project management; managing scheduling, logistics, technology and facilitating all aspects of summer program needs.
- Managed the tracking and reviewing of applications and open positions, interviewed and hired summer staff, including instructional staff for up to 263 sections of courses and 35 administrative positions. Reviewed staff evaluations; made rehire decisions.
- Supervised the planning and execution of programmatic and educational events and activities during the academic year: Determined 50+ courses per year: wrote course descriptions; approved marketing materials; hired 150+ staff positions; coordinated supplies; arranged accommodations for students; supervised site operations; compiled evaluations for programs for up to 950 students.

Teacher/National Honor Society Co-adviser, Enloe High School, Raleigh, NC 2000-2007

PROFESSIONAL ACTIVITIES

NALP, member, January 2019-present

NALP Annual Education Conference attendance 2019, 2022, 2023, 2024

Career & Professional Development Center DEI Committee 2021-2022

EDUCATION

M.A.T. Secondary English Education, University of North Carolina, Chapel Hill

BA/English, University of North Carolina, Chapel Hill