

# LIZ JONES

University of Richmond School of Law • Director of Career Development

## STATEMENT OF INTEREST

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I am very excited about the possibility of serving on the NALP Nominating Committee. My experience will enable me to bring the school and employer perspective to the committee's work. For over the past ten years, I have worked in career services at a smaller law school in Richmond, Virginia, a mid-size city. Many of our students and graduates choose to remain at smaller firms in our local market. Prior to this position, I assisted an AmLaw 100 firm in Washington, DC with its recruiting and hiring efforts. These two positions allow me to understand the varying interests and pressures on employer and school members of varying sizes and in very different markets.

NALP is an incredible professional resource for me. I am always reinvigorated by connecting with and learning new strategies and ideas from colleagues at the annual education conferences. I have been involved with NALP in several ways. I was a presenter during the 2018 Annual Education Conference on graduate employment data collection. I also wrote two NALP bulletin articles on that same topic. Lastly, I was invited to serve as a member of the NDLE/NDLS Advisory Group this past year.

Because I value NALP and understand its importance, I want to continue to increase my involvement and ensure its continued success. I would be honored to serve as a part of NALP's leadership team.

## EXPERIENCE

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### **University of Richmond School of Law, Richmond, Virginia**

*Director of Career Development Programs and Alumni Advising, September 2020 – Present; Director of Career Development for Alumni Advising and Employer Outreach, August 2013 – September 2020.* Advise recent graduates and alumni on all aspects of career development. Review and edit cover letters and resumes. Create, plan and execute all programming for students, including several large alumni events throughout the year. Responsible for collection, review and record keeping of yearly employment data as required by NALP and the ABA.

### **Venable LLP, Washington, District of Columbia**

*Associate, Commercial Litigation, January 2010 – October 2012; Associate Coordinator, Summer Associate Program, Summers 2011 & 2012; Summer Associate, Summer 2008.* Participated in law firm recruiting by serving as Associate Coordinator for the firm's Summer Associate Program, which was ranked first in the nation by Vault. Interviewed summer associate candidates. Mentored summer associates, managed summer workload and evaluated performance. Attended all summer associate programs and events. Assisted in all stages of commercial litigation.

## EDUCATION

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### **University of Richmond School of Law, Richmond, Virginia**

*Juris Doctor, cum laude, May 2009*

### **University of Massachusetts – Amherst, Amherst, Massachusetts**

*Bachelor of Arts in Women's Studies, summa cum laude, May 2005*

## BAR ADMISSIONS & PROFESSIONAL AFFILIATIONS

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Admitted in Virginia (including Eastern District)

NALP: Member (2013 – Present); Attended all annual education conferences pre- and post-pandemic

Member, NDLE/NDLS Advisory Group, 2024 – present

Presenter, 2018 Annual Education Conference, Graduate Employment Data Collection: Time Saving Tips

Author, December 2018 Bulletin Article: *When 4Ls Fly the Coop: Tips for Engaging Disgruntled Graduates Who Do Not Want to be Found*

Author, October 2024 Bulletin Article: *Using a Spreadsheet to Organize Graduate Data Collection*

Washington Area Legal Recruitment Administrators Association: Member (2016 – 2024)

Richmond Area Association of Recruiting Administrators: Member (2013 – Present)

Metro Richmond Women's Bar Assoc. Finance Committee Chair (2014 – 2015); Programs Chair (2015 – 2016)