

Position Description

UND School of Law

**Please follow application procedure below.
Applications are not to be sent to the law school.**

POSITION: Director of Career Services, #09-078

APPLICATION DEADLINE: 10/23/2008

COMPENSATION: \$68,000 plus/year

Upon successful completion of the initial probation period, an employee may be eligible for a salary adjustment up to three percent. Comprehensive fringe benefit package that includes full health insurance coverage for single or family plans, retirement plan and much more is provided. A complete summary of benefits for staff employees may be seen at:

<http://www.und.edu/dept/payroll/webforms/Summary-Staff.pdf>.

DESCRIPTION OF POSITION:

The UND School of Law is seeking to hire a dynamic professional with excellent interpersonal skills to serve as Director of Career Services. The essential responsibilities of the position are to provide career counseling and job placement services to law students, recent graduates and alumni, to provide debt management counseling to law students, and to participate in law school administration as a member of the senior administrative staff. The attributes for success in the position include knowledge of the legal profession and career options for law students; excellent communication and interpersonal skills; ability to relate well to all segments of the student population and to all types of prospective employers; creativity and innovation; capacity to be a self-starter; ability to work well in collaborative and collegial enterprises; effective supervision of administrative assistant in performance of all tasks; effective organization & time management skills; ability to use full range of technology necessary for effective operation of office; and the ability to represent the law school well in multiple settings. Some travel is required. A J .D. degree, experience in career counseling and law placement, and experience at an institution of higher education are preferred.

REQUIRED QUALIFICATIONS:

- Bachelor's degree**
- Excellent communication and interpersonal skills**
- Knowledge of computers and office procedures**
- Experience with developing and presenting programs**
- Must be willing to travel**

PREFERRED QUALIFICATIONS:

- Juris Doctor degree**
- Experience in career counseling and law placement**

- **Experience at an institution of higher education**
- **Knowledge of the legal profession and career options for law students**

TO APPLY: Please complete UND *Application/Control card* form. Send letter of application and resume, referencing position name and number, to: Human Resources, University of North Dakota, Twamley Hall, Room 313, 264 Centennial Drive, Stop 8010 Grand Forks, ND 58202-8010. Veterans claiming preference must submit all proof of eligibility by the closing date. Proof of eligibility includes a DD-214 and if claiming disabled status, a copy of VA statement dated within the past year.