



Job Description

Position Title	Manager of Employer Engagement
Department	Career Development Center
FLSA Status	Exempt

Founded in 1901, Brooklyn Law School is a vibrant intellectual community emphasizing teaching excellence with an innovative academic program designed to prepare our law students to practice law in many different sectors.

We strive to seek out and hire those individuals, both staff and faculty, who stand out in their field of excellence, wish to become part of the higher education community, and assist in providing the best support possible to our students.

Position Summary

Brooklyn Law School is seeking an experienced Manager of Employer Engagement to join and enhance our Career Development Center. Reporting directly to the Dean of Career & Professional Development, this position is responsible for developing and coordinating job opportunities for students and recent alumni. This role will cultivate and build relationships with prospective employers in the legal community and relevant businesses and industries. This will allow for the expansion of opportunities for both full time and part time employment including externships.

The Manager of Employer Engagement will make an impact in many areas, with responsibilities and duties including, but not limited to:

- Develop and promote job openings and externships. Screen and approve employer job postings for appropriate criteria. Monitor and review job postings;
- Share employment opportunities with career counselors, appropriate faculty and student groups;
- Seek to use the latest employer networking and recruitment techniques, cultivate partnerships that provide and enhance employment opportunities for students and recent alumni;
- Monitor progress regarding employer development/relations activities and collaborate with career counselors to increase applications;
- Deliver excellent customer service and represent the Career Development Center. Manage arrangements for employers, greet employers and make sure their needs are met for OCI, information sessions and other recruiting events, including employer site events;
- Follow up with employers to obtain accurate information regarding new hires.
- Maintain up-to-date records on student employment and maintain steady communication with the dean;

- Collaborate with internal and external stakeholders to develop innovative ways to deliver programming and career-related information and services to students;
- Coordinate and participate in employer-based programs including workshops, career panels, presentations, information sessions and networking events for students and alumni;
- Create industry experts within the Career Development Center who work directly with students to ensure students are career ready;
- Collaborate with career counselors to develop appropriate programming, services and guidelines for ensuring that students are well-prepared for the job search and to ensure that employers reach appropriate targeted students and alumni.

EXPERIENCE AND QUALIFICATIONS

Successful candidates must possess outstanding planning organizational and management skills, must be able to prioritize and successfully manage several projects while communicating with Department Heads, Faculty, Students, and, on occasion, the Dean(s) at the School. This person must thrive in a fast-paced environment and work efficiently with a varying amount of direction and must have the ability to handle multiple tasks simultaneously.

Minimum Qualifications Required to Apply for the Position

- Must be analytical and have strong problem-solving abilities as well as acute attention to detail;
- Excellent oral, writing, and communication skills;
- Experience working with databases, competency in Microsoft Word, Excel and Outlook;
- Familiarity with private and government legal and law-related employment;
- Familiarity with, and Interest in, trends in legal education and legal hiring;
- Experience with career-related technology preferred;
- Ability to act independently within broad procedural guidelines, exercise sound judgment and take initiative;
- Possess the skills to research, analyze and implement solutions to unanticipated problems and situations;
- Proven experience working successfully in a collaborative and cooperative environment with a team of peers;
- Excellent organizational skills and the flexibility of temperament to adapt to changing priorities;
- Comprehends and communicate with traditional and non-traditional legal employers;
- Excellent interpersonal skills with the ability to establish rapport/trust;
- Skill in interacting with individuals and groups representing various social, cultural, economic and educational backgrounds;
- Ability to work efficiently during peak seasons of activity, frequent interruptions and distractions, and emotional tensions of law school population;
- Tact, diplomacy, patience and a sense of humor.

MINIMUM EDUCATION/EXPERIENCE REQUIRED:

- 4-year BA or BS from an accredited institution;
- JD preferred;

- Prior experience in legal recruiting, employer or hiring and recruitment practices in the Law School setting.

HOW TO APPLY:

<https://www.brooklaw.edu/en/About-Us/Employment-Opportunities>

Email a cover letter and resume to the Law School to karen.eisen@brooklaw.edu

Please include the wording of Manager of Employer Engagement in the subject heading. No phone calls, please. Applications will be considered on a rolling basis and resumes received without cover letters will not be reviewed.

BENEFITS

Brooklyn Law School has a competitive Total Rewards packages which includes Medical, Dental, Vision, Life & Disability Insurance, 403(b)Pension, Flexible Spending and Commuter benefits. We have a generous time off policy and promote a healthy work/life balance.

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

It is the policy of Brooklyn Law School not to discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, age, sexual orientation, gender identity or expression, marital status, genetic information, disability, veteran status, or any other legally protected status under federal, state, or local law. It is also the policy of Brooklyn Law School to take affirmative action to employ, and to advance in employment, all persons regardless of race, color, religion, sex, national origin, age, marital status, genetic information, disability, veteran status, sexual orientation, or any other legally protected status, and to base all employment decisions on legitimate job requirements. This policy shall apply to all employment actions, including but not limited to recruitment, hiring, upgrading, promotion, transfer, demotion, layoff, recall, termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship, at all levels of employment.