

Associate Director, Professional Development - Advanced
Degree Programs (4516U), Berkeley Law - 38942
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=190249>

Downloaded On: Oct. 5, 2022 3:48am

Posted Jul. 21, 2022, set to expire Nov. 11, 2022

Job Title	Associate Director, Professional Development - Advanced Degree Programs (4516U), Berkeley Law - 38942
Department	
Institution	University of California, Berkeley Berkeley, California
Date Posted	Jul. 21, 2022
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Associate/Assistant Director
Academic Field(s)	Law - General
Apply Online Here	https://apptrkr.com/3253051

Apply By Email

Job Description

Associate Director, Professional Development - Advanced Degree Programs (4516U), Berkeley Law - 38942

About Berkeley At the University of California, Berkeley, we are committed to creating a community that fosters equity of experience and opportunity, and ensures that students, faculty, and staff of all backgrounds feel safe, welcome and included. Our culture of openness, freedom and belonging make it a special place for students, faculty and staff. The University of California, Berkeley, is one of the world's leading institutions of higher education, distinguished by its combination of internationally recognized academic and research excellence; the transformative opportunity it provides to a large and diverse student body; its public mission and commitment to equity and social justice; and its roots in the California experience, animated by such values as innovation, questioning the status quo, and respect for the environment and nature. Since its founding in 1868, Berkeley has fueled a perpetual renaissance, generating unparalleled intellectual, economic and social value in California, the United

Associate Director, Professional Development - Advanced
Degree Programs (4516U), Berkeley Law - 38942
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=190249>

Downloaded On: Oct. 5, 2022 3:48am

Posted Jul. 21, 2022, set to expire Nov. 11, 2022

States and the world. We are looking for equity-minded applicants who represent the full diversity of California and who demonstrate a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds present in our community. When you join the team at Berkeley, you can expect to be part of an inclusive, innovative and equity-focused community that approaches higher education as a matter of social justice that requires broad collaboration among faculty, staff, students and community partners. In deciding whether to apply for a position at Berkeley, you are strongly encouraged to consider whether your values align with our Guiding Values and Principles, our Principles of Community, and our Strategic Plan. Departmental Overview UC Berkeley's School of Law is one of the nation's great centers for legal education, ever exploring and pushing new intellectual boundaries while tackling urgent, real-world issues. The law school is also known for its vibrant and engaged community of students and scholars who are committed to providing leadership and making a difference on problems of local, national and global import. Currently ranked among the top law schools in the country, the School of Law has ambitious development goals as it looks to continue producing leaders in law, government, and society. The Associate Director of LL.M. Professional Development provides expert career advice and counseling to students and alumni of the Advanced Degree Programs Office (ADP). On parallel with career counselors in Berkeley Law's Career Development Office, this position has experience in legal practice and expert knowledge of the legal job market, including practice areas that are requiring increasingly more international expertise. The position reports to the Senior Director of LL.M. Professional Development (Senior Director) and collaborates with other ADP advisors on improving the student experience in the LL.M. (Master of Laws) and J.S.D. (Doctor of Juridical Science) degree programs. Application Review Date The First Review Date for this job is: July 28, 2022. Responsibilities Career Advising

Helps students and alumni identify their interests, values, skills, and personalities, and understand how these factors relate to academic/career satisfaction and choices.

Provides one-on-one career advising to students, including resume writing and editing, interviewing skills and practice, and U.S. business etiquette and networking skills.

Participates in the wider legal professional development community to identify trends and opportunities for students.

Assists the Senior Director on designing materials for presentations and participates in workshops for students.

Student Support

Meets with students one-on-one to help them adjust to the demands of graduate legal education, and direct and facilitate their access to supportive resources as necessary.

Associate Director, Professional Development - Advanced
Degree Programs (4516U), Berkeley Law - 38942
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=190249>

Downloaded On: Oct. 5, 2022 3:48am

Posted Jul. 21, 2022, set to expire Nov. 11, 2022

Academic Advising

Communicates and informs students on degree requirements, requirements for different certificates, bar exam requirements, and general course planning, including their potential impact on professional development goals.

Provides one-on-one academic advising, regarding course selection, workload management, study skills, and adapting to U.S. legal education standards.

Participates in orientations and academic and bar exam-related workshops and seminars, in collaboration with and at the direction of the Senior Director.

Required Qualifications

Advanced knowledge of legal career development, career decision making, learning styles, and job search techniques.

Excellent writing, editing, and oral communication skills.

Strong attention to detail.

Legal practice experience, with knowledge of the U.S. and international legal job market.

Experience giving presentations to students or attorneys.

Strong organizational skills, ability to prioritize and ability to multi-task.

Strong interpersonal skills with ability to work effectively as a team member and as an individual contributor.

Ability to work with people from diverse cultures.

Demonstrated commitment to and understanding of diversity, equity, inclusion, and belonging (DEIB), and ability to apply and integrate core concepts of DEIB into everyday practice.

Must be committed to creating a community that fosters equity of experience and opportunity, and ensures that students, faculty, and staff of all backgrounds feel safe, welcome and included.

Must demonstrate a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds present in our community.

Education

Advanced degree in related area, such as a Juris Doctor, a Master of Laws (LL.M), and/or equivalent experience/training.

Preferred Qualifications Licenses / Certifications

License to practice law in the United States preferred.



Associate Director, Professional Development - Advanced
Degree Programs (4516U), Berkeley Law - 38942
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=190249>

Downloaded On: Oct. 5, 2022 3:48am

Posted Jul. 21, 2022, set to expire Nov. 11, 2022



Associate Director, Professional Development - Advanced
Degree Programs (4516U), Berkeley Law - 38942
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=190249>

Downloaded On: Oct. 5, 2022 3:48am

Posted Jul. 21, 2022, set to expire Nov. 11, 2022

Salary & Benefits

This is a full-time (40 hours/week) and career position.

This position is eligible for full UC benefits.

This is an exempt, monthly paid position. The annual salary is commensurate with experience within the range of \$73,000.00 - \$82,500.00.

For information on the comprehensive benefits package offered by the University visit:

<https://ucnet.universityofcalifornia.edu/compensation-and-benefits/index.html>

How to Apply Please submit your cover letter and resume as a single attachment when applying.

Please upload the document in the Resume section, then skip the (optional) Cover Letter upload section.

Conviction History Background This is a designated position requiring fingerprinting and a background check due to the nature of the job responsibilities. Berkeley does hire people with conviction histories and reviews information received in the context of the job responsibilities. The University reserves the right to make employment contingent upon successful completion of the background check.

Equal Employment Opportunity The University of California is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or protected veteran status. For more information about your rights as an applicant see:

https://www.eeoc.gov/sites/default/files/migrated_files/employers/poster_screen_reader_optimized.pdf

For the complete University of California nondiscrimination and affirmative action policy see:

<http://policy.ucop.edu/doc/4000376/NondiscrimAffirmAct> To apply, visit

https://careerspub.universityofcalifornia.edu/psp/ucb/EMPLOYEE/HRMS/c/HRS_HRAM.HRS_APP_SCHJOB

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

N/A

University of California, Berkeley