

## **Director, Cornell Law School, Ithaca, NY**

Cornell Law School, located in Ithaca, NY, is hiring a Director in its Office of Judicial Engagement and Professional Development (OJEPD). This position is a key member of the OJEPD team who will work with clerkship applicants and build relationships with members of the judiciary nationwide. We are looking for an attorney, preferably with career counseling and/or clerkship experience, who is interested in joining a dynamic and supportive department.

To learn more and apply, see the [job announcement](#). (The job description is below.)

Liz Peck, a co-founder of the Finger Lakes chapter, is supervising this position. She would be happy to answer questions, so feel free to contact her at 607-255-9057 or [ep83@cornell.edu](mailto:ep83@cornell.edu).

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Founded in 1887, Cornell Law School is a top-tier law school, currently ranked 13th by U.S. News & World Report. We offer a 3-year JD program for about 200 students per class, a one-year LLM program for over 100 students from countries throughout the world, and a doctoral (JSD) program for about 2-3 new students per year. Cornell Law School has approximately 40 tenured and tenure-track faculty, including 20 with chaired faculty positions; and 15 clinical professors in the legal research and writing program and in clinics at the local, national, and international level. Our faculty is consistently ranked among the top in the country for scholarly productivity and influence, and has pre-eminence in many areas, including quantitative and qualitative empirical legal studies, international and comparative law, and robust doctrinal scholarship in core fields. Our school is committed to being recognized as the leader among law schools at combining inspiring theoretical, doctrinal, and experiential teaching with cutting-edge scholarship in a supportive, intellectually rich community, so that our graduates can achieve excellence in all facets of the legal profession.

### **What you will do:**

Reporting to the Law School's Assistant Dean for Judicial Engagement and Professional Development, the Director will support the activities of the Office of Judicial Engagement and Professional Development (OJEPD) at Cornell Law School. The Director will be responsible for the following:

- Delivering comprehensive career advising to students and alumni interested in pursuing post-graduate clerkships with state and federal judges.
- Developing and presenting programs to educate candidates on employment opportunities with the judiciary.
- Liaising with visiting judges and traveling to judges' chambers to enhance employment opportunities for students and alumni.
- Managing the clerkship recommendation letter process by editing letters, corresponding with recommendation writers, and overseeing an administrative assistant's work in support of this process.
- Reviewing and creating electronic resources including weekly eNewsletter and web pages.

**What we need:**

- Bachelor's degree and 2 to 4 years in higher education administration or legal practice, or equivalent.
- Strong interpersonal skills and interest in working with job seekers.
- Excellent written and oral communication skills, professional maturity, and tact under pressure.
- High-quality organizational and analytical skills.

We'd prefer a JD degree. Previous experience as judicial clerk. Career-counseling experience. Experience in and knowledge of legal professional development programming. Excel, Qualtrics, and web-content-editing skills.

**Rewards & Benefits:**

- Cornell provides great benefits that include educational benefits, access to a plethora of wellness programs, employee discounts with local and national retail brands, health care options to choose from, generous paid leave provisions: 3 weeks of vacation, 12 holidays (including end of year winter break through New Year's Day) and superior retirement contributions.
- Cornell has also been nationally recognized as an award-winning workplace for our health, wellbeing, sustainability, and diversity initiatives. For more information, follow the link. [Benefits at Cornell](#).

**To apply:**

- **To be considered, please submit BOTH a cover letter and a resume.**