### Job Title
Assistant Dean for Career and Professional Development

### Employer/ Agency
Wayne State University Law School

### Job Description
Reporting to the dean of the law school, the assistant dean for career and professional development will provide strategic and operational leadership for Wayne Law’s Office of Career and Professional Development (OCPD), the mission of which is to partner with Wayne Law students and recent graduates to help them advance in their careers. The new assistant dean will:
- be responsible for all aspects of OCPD’s programmatic and job placement activities;
- develop and implement strategies and tactics that will ensure the success of the law school's graduates and the reputation of the law school among employers;
- cultivate relationships with employers, and develop and pitch new employment opportunities in established and emerging practice areas and in private, non-law firm practice settings; and
- create and maintain systems and oversee the utilization of databases and technologies to track employment statistics for students.

### Qualifications
The position requires a Juris Doctor degree and a minimum of seven years of relevant experience in legal practice, law school administration, career services for a law school environment, or a professional environment characterized by complex demands, large workloads, deadline pressures, diverse constituents, and high client/student expectations.

The successful candidate will possess excellent interpersonal, administrative, and management skills; strong communication skills as evidenced by written and oral expression; knowledge of the legal profession and landscape with an emphasis on the career development needs of contemporary law students; and experience counseling law students.

Other preferred qualifications of an ideal candidate include experience working with diverse sectors of the legal industry; the ability to identify and analyze trends in the legal profession; and a proven ability to foster cooperative environments and to work in a collegial fashion with individuals of diverse backgrounds and experience.

### Salary/Hours
Full-Time

### Address
3 Chapman Avenue

### City, State, Zip
Easthampton MA 01027

### Contact Person
Laura Puckett-Boler, Search Consultant
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<tr>
<th><strong>Telephone Number</strong></th>
<th>864-809-2130</th>
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<tr>
<td><strong>Email Address</strong></td>
<td><a href="mailto:lpb@spelmanjohnson.com">lpb@spelmanjohnson.com</a></td>
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<td><strong>Application Method</strong></td>
<td>Contact Laura Puckett-Boler</td>
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<td><strong>Opening Date</strong></td>
<td>November 23, 2021</td>
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