



University of South Carolina School of Law

February 7, 2012 – Issue 1

Alumni Job Opportunities

The University of South Carolina School of Law is committed to a policy of nondiscrimination on the basis of race, color, religion, national origin, sex, sexual orientation, age, handicap, or disability. Accordingly, the law school's facilities are available only to employers whose practices are consistent with this policy.

The University of South Carolina and the School of Law provide equal opportunity and affirmative action in education and employment for all qualified persons regardless of race, color, religion, sex, national origin, age, disability, sexual orientation, or veteran status. The

#050 -University of South Carolina has designated as the ADA Title II, Section 504 and Title IX coordinator the Executive Assistant to the President for Equal Opportunity Programs. The Office of the Executive Assistant to the President for Equal Opportunity Programs is located at 1600 Hampton Street, Columbia, SC; telephone 803-777-3854.

**Office of Career Services
University of South Carolina School of Law
Suite 139, 701 South Main Street
Columbia, SC 29208
Phyllis B. Burkhard, Director
803-777-8479/fax 803-777-8565**

www.law.sc.edu

(Scroll down for complete job listings)

ATTENTION! USC LAW SCHOOL ALUMNI

*IF YOU HAVE A NEW HOME ADDRESS or a NEW WORK ADDRESS PLEASE notify the Career Services Office by sending the information to the following e-Mail address - **Please include your class year and current telephone numbers.***

wattssw@law.sc.edu

New listings are added to current postings. Jobs are posted for approximately three (3) months unless a deadline date is included or employer requests removal of the posting.

[Law Firms](#)
[Business](#)
[Public Interest](#)
[Government](#)
[Academic](#)
[Miscellaneous](#)
[Website Information](#)

Disclaimer

*The University of South Carolina School of Law Office of Career Services posts job opportunities as a service to alumni and employers, and does not validate or guarantee the accuracy of the information posted. Further, the Office of Career Services does not endorse or make any representation concerning the opportunities posted or the people or organization posting them. Applicants are encouraged to research employers and employment opportunities independently as part of the job search process. **For Real Estate postings please pay special attention to the South Carolina Supreme Court requirements for closing attorneys.***

Scroll down to see description of Job Listing.

NEW Job Listings for February Issues

ISSUE 1

#025 – McKay Cauthen Settana & Stublely – Columbia, SC

#026 – Clawson & Staubes, LLC – Charleston, SC

#027 – City of Chicago Law Department – Chicago, IL

#028 – Joye Law Firm LLP – North Charleston, SC

#029 – Carolina Legal Associates – Columbia, SC
#030 – Carolina Legal Associates – Columbia, SC
#031 – Harvey & Vallini, LLC – Mount Pleasant, SC
#032 – Upstate Mediation Center – Greenville, SC
#033 – Hire Counsel – Columbia, SC
#034 – South Carolina Department of Revenue – Columbia, SC
#035 – Barnwell Whaley Patterson & Helms, LLC – Charleston, SC
#036 – Eleventh Circuit Public Defenders Office – Lexington, SC
#037 – Carolina Closing Services, LLP – West Columbia, SC
#038 – Moore & Van Allen PLLC – Charleston, SC
#039 – Axelrod & Associates, P.A. – Myrtle Beach, SC
#040 – Gallivan, White & Boyd, P.A. – Greenville, SC; Columbia, SC; and Charlotte, NC
ISSUE 2

CLOSED Job Listings for February Issues

ISSUE 1

#164 – Blind Ad – Columbia, SC
#175 – Carolina Legal Associates – Columbia, SC
#002 – Merritt, Webb, Wilson & Caruso, PLLC – Columbia, SC

ISSUE 2

LAW FIRMS

Axelrod & Associates, P.A. – (alumni)

604 16th Avenue North
Myrtle Beach, SC 29577
Attention: Stephanie Mandozzi, Finance Manager

Well established Myrtle Beach Law Firm seeks associate with 2 yrs. experience in Workers' Compensation and Social Security Disability claims. : **Immediate Start Date.**

To Apply: Email Stephanie@gotaxelrod.com or fax (843-848-6703) resume, cover letter, and 2 references.

Posted: 02/07/12. Job Listing #039.

Barnwell Whaley Patterson & Helms, LLC – (alumni)

P.O. Drawer H
Charleston, SC 29402
Attention: Carol Killough

Barnwell Whaley Patterson & Helms, LLC is searching for two Attorneys for their Charleston, SC office: a Litigation Associate and a Commercial Counselor and Litigator.

The successful Litigation Associate will have a minimum of three (3) years of litigation/judicial clerkship experience, excellent academic credentials, and be a demonstrated self starter. The Litigation Associate will provide support for one of South Carolina's top civil litigators.

The Commercial Counselor and Litigator will have the ability to be first chair counsel in complex civil litigation, as well as demonstrate experience in counseling clients in business matters.

Established in Charleston in 1938, Barnwell Whaley Patterson & Helms, LLC, serves and counsels businesses and professionals in the state of South Carolina and beyond. Widely respected for their work in complex litigation matters, the firm's 16 members and associates focus on the areas of intellectual property, civil litigation defense, professional malpractice defense, construction law, business law and products liability defense. www.barnwell-whaley.com **To Apply:** Inquiries, resumes and cover letters may be submitted to: bwph@barnwell-whaley.com No phone calls, please.

Posted: 02/07/12. Job Listing #035.

Blind Ad – (alumni)

Columbia, SC

Established law firm located in the downtown Columbia area seeks a new Litigation Attorney. Primary responsibilities will include but are not limited to the following: representing lenders at foreclosure hearings throughout SC, representing creditors in collection cases, reviewing/ editing counterclaims, replies and discovery requests, other duties as assigned.

Successful candidate will be well organized and able to prioritize multiple deadlines simultaneously. He or she will also be a member of the SC Bar Association. This position is full-time and offers a competitive benefits package. **To Apply:** Please submit your resume to colalawfirm@yahoo.com.

Posted: 01/23/12. Job Listing #024.

Blind Ad – (recent graduates/alumni)

Upstate South Carolina

Small law firm serving the Pickens, Oconee, Anderson and Greenville County area is seeking an associate that is hard-working and entrepreneurial-minded; Experience in real estate, estate planning, personal injury and/or corporate law is a plus; If you have ever wanted to "hang your own shingle", this is an excellent opportunity with a support staff/system already in place; Recent graduates, as well as experienced attorneys, are encouraged to apply. **To Apply:** Please

send cover letter and resume to gbtiger12@ymail.com.

Posted: 11/01/11. Job Listing #174.

Blind Ad – (recent graduates/alumni)

North Myrtle Beach, SC

North Myrtle Beach Law Firm seeking associate attorney. Experience in any practice preferred but not required. Recent graduates and experienced attorneys encouraged to apply. Must be self-motivated, organized and able to multi task. If you have ever wanted to “hang your own shingle” this is the perfect opportunity for you. **To Apply:** Please submit resume no later than **December 11, 2011** to Crystalhansen84@yahoo.com.

Posted: 12/01/11. Job Listing #187.

Brock & Scott, PLLC – (alumni)

1315 Westbrook Plaza Drive

Winston Salem, NC 27103

Attention: Natasha Canter, Human Resources Lead

Licensed SC Attorney needed with 1-5 years of litigation, court-room experience. Must have experience with hourly billing procedures. Knowledge of collections and real estate a plus. **To Apply: Email** resume and 3 references to HRDept@BrockandScott.com.

Posted: 11/15/11. Job Listing #181.

Carolina Closing Services, LLP – (recent graduate/alumni)

403 Ravengill Court

West Columbia, SC 29169

Attention: Curtis Hinds, Partner

The Carolina Closing Services, LLP is currently seeking highly motivated attorneys to perform loan closings in the following counties in South Carolina.

Richland, Hampton, Beaufort, York, Oconee, Horry, Georgetown, Orangeburg, Aiken, and Spartanburg.

All closings will be performed outside the office

Requirements Include:

Must be a SC Notary/ Notary Certificate/Notary Stamp required

Must have valid Drivers License

Must have a reliable mode of transportation
Must have at least 1 years experience closing real estate loans.
Must be willing to work flexible hours and travel long distances if needed.

Recent graduates as well as experienced attorneys are encouraged to apply and full training will be provided if needed.

To Apply: Email resume and cover letter to carolinaclosings@gmail.com

Posted: 02/07/12. Job Listing #037.

Carolina Legal Associates – (recent graduates/alumni)

915 Lady Street
Columbia, SC 29201
Attention: Marsha Silver, President

Firm has immediate opportunities for both experienced attorneys and recent law school graduates to assist with upcoming projects. Eligible applicants would be licensed in good standing. SC License preferred, but will consider licenses from other states. This is an excellent opportunity for growth! Resumes will be held in strict confidence.

To Apply: Email msilver@carolinalegalassoc.com resume, cover letter, and 3 references. May also **telephone** (803-799-8835).

Posted: 02/07/12. Job Listing #029.

Carolina Legal Associates – (alumni)

915 Lady Street
Columbia, SC 29201
Attention: Marsha Silver, President

Established mid-sized firm located in Columbia, SC is looking to grow their practice and has an immediate opening for an Associate to join their team. Qualified candidates must have a minimum of 2-3 years litigation experience. Candidates with a high law school class ranking and strong research and writing skills are encouraged to apply. Business Litigation experience helpful, but not required.

To Apply: Email msilver@carolinalegalassoc.com resume, cover letter, and 3 references. May also **telephone** (803-799-8835).

Posted: 02/07/12. Job Listing #030.

Carolina Legal Staffing, Inc.

Charlotte, NC

Attention: Lisa A. King, Recruiting Director

Seeking attorney with LL.M in taxation for prestigious Charleston firm. Certification as a Tax Specialist is also preferred. **To Apply: Email** resume to LKing@carolinalegal.com

Posted: 01/10/12. Job Listing #008.

Clawson & Staubes, LLC – (alumni)

126 Seven Farms Drive, Suite 200

Charleston, SC 29492

Attention: Elizabeth Clawson, Firm Administrator

Seeking an associate in business litigation. 3 – 6 years of work/trial experience required.

To Apply: Email resume and cover letter to bclawson@clawsonandstaubes.com

Posted: 02/07/12. Job Listing #026.

Davidson & Lindemann, PA – (alumni)

P.O. Box 8568

Columbia, SC 29202

Attention: James M. Davis, Esquire

Davidson and Lindemann, PA, an insurance defense firm in Columbia, SC, is currently hiring for an associate position. Candidate must be licensed to practice in South Carolina and the ideal candidate will have two to four years experience handling general litigation matters, be organized and motivated. We offer a great working environment, interesting caseload, excellent benefits and salary commensurate with experience.

To Apply: Please submit your cover letter and resume to jdavis@dml-law.com for immediate consideration. All inquiries will be kept in strict confidence.

Posted: 01/23/12. Job Listing #020.

Gallivan, White & Boyd, P.A.

55 Beattie Place, Suite 1200

Greenville, SC 29601

Attention: C. William McGee, Managing Shareholder

Gallivan, White & Boyd, P.A., one of the Southeast's leading litigation and business law firms with offices in Greenville and Columbia, SC and Charlotte, NC, is seeking experienced attorneys for the following positions:

1. An attorney with two to four years of litigation experience to join our Complex Litigation Group in the **Greenville, SC** office.
2. An attorney with two to four years of business or commercial litigation experience to join our Business & Commercial Group in the **Greenville, SC** office.
3. An attorney with two to four years of litigation experience to join our Complex Litigation Group in the **Columbia, SC** office.
4. An attorney with two to four years of workers compensation experience and portable business to join our Workplace Practices Group in the **Charlotte, NC** office.

To Apply: All candidates must have excellent writing and interpersonal skills, as well as an outstanding academic record. Compensation packages are based upon experience. To apply, please forward a cover letter, resume, and transcript or grade report to bmcgee@gwblawfirm.com.

Posted: 02/07/12. Job Listing #040.

Grand Strand Law Group, LLC – (alumni)

P.O. Box 3237

Myrtle Beach, SC 29578

Attention: Angie Knight, Managing Attorney

Myrtle Beach firm looking for a criminal or personal injury attorney with at least two years experience. Outgoing personality is a must! This is not a salary position. If you are considering "hanging out your own shingle" but want to avoid all of the start up expenses, this is the place for you. **To Apply:** Please forward your cover letter and resume to aknight@grandstrandlawgroup.com

Posted: 01/10/12. Job Listing #003.

Harvey & Vallini, LLC – (alumni)

497 Bramson Court, Suite 201

Mount Pleasant, SC 29464

Attention: Ellis Lesemann, Esquire

Seeking candidates for positions in our litigation and corporate/business departments in the Mount Pleasant office. Candidates should have a minimum of 4 years experience, a strong academic and professional background, and business development skills. **To Apply: Email** ellisl@hvlawsc.com resume, cover letter, writing sample, and 3 references.

Posted: 02/07/12. Job Listing #031.

Hire Counsel – (recent graduates/alumni)

575 Madison Avenue

New York, NY 10022

Jodie Turbyfill – Mercerau, Recruiter

Hire Counsel is working with a prestigious law firm in Columbia that is anticipating a need for admitted attorney and non-licensed J.D. candidates in the next two weeks. This is an excellent opportunity to work on a fast paced discovery matter with the potential for heavy hours. Prior document review or practice experience is not required, and recent graduates are encouraged to apply.

Required Experience

- Active bar admission in any US jurisdiction
- JD from a ABA accredited law school
- Live in or be willing to commute to Columbia, SC

Project Details

- Start Date: Within the next few weeks
- Schedule: 40 to 60 hours per week, Monday through Friday
- Duration: 1-2 months
- Pay Rate: Market rate

Available Benefits

- Equity participation through Employee Stock Ownership Plan, provided meeting plan requirements
- Highly competitive hourly rates/compensation
- Direct Deposit
- 401(k)
- Medical, Dental, Disability Insurance among others
- Holiday Pay
- Bonus Pay

About Hire Counsel

Hire Counsel is proud to be a 100% employee owned company through the HCMC Legal, Inc. Employee Stock Ownership Plan (ESOP). This unique corporate structure allows for equity participation by our temporary employees through the ESOP, provided they meet the Plan requirements. As a qualifying employee, you will become part of a growing family of legal contract professionals participating in a precedent setting employee benefit.

The ESOP benefit is in addition to our generous benefits packages including medical, dental and disability insurance, 401(k) plan, as well as holiday and bonus pay.

At Hire Counsel we take great pride in the professional, courteous and congenial manner in which we work with all of our employees. We recognize our success is due to the efforts of our talented pool of hardworking temporary employees.

Hire Counsel is a national legal staffing organization dedicated to providing our clients with the finest candidates available. We keep this promise by offering our candidates an industry-leading

benefits package and by hiring smart, experienced staff, all of whom are attorneys and paralegals committed to responsive, active service.

All resumes are held in strict confidence. We NEVER forward your resume anywhere without obtaining your authorization first.

How To Apply

Please use the apply online feature or send your resume via email as a MSWord attachment to: columbiaattorneyjobs@hirecounsel.com

Posted: 02/07/12. Job Listing #033.

The Hunoval Law Firm – (recent graduate/alumni)

501 Minuet Lane #104A

Charlotte, NC 28217

Attention: Matt Hunoval, Owner

NC & SC-licensed real estate closing associate with 3-5 years closing experience; must be Rule 403 compliant and able to conduct phone/remote closings. Our firm is a small, rapidly-growing Charlotte NC-based law firm, with both a NC & SC practice; soon to open VA & WVA practices. The successful candidate would be expected to work with little supervision and to become invested in growing our firm. Top-flight support staff already in place (closing paralegals, title paralegals, etc.). You will be given a lot of responsibility right away, so maturity, being a self-starter, and a willingness to learn are critical. The right candidate will have the opportunity to become the firm's lead attorney for our NC & SC closing practice. Salary low \$60k range, commensurate with experience and background, with full benefits. Candidacy will NOT be considered unless licensed in BOTH NC & SC. Email resume to info@reliantgroupproperties.com.

To Apply: Email info@reliantgroupproperties.com a summary of relevant experience, resume, and 2 references. Start date would be immediately. The office is located in Charlotte.

Posted: 12/06/11. Job Listing #195.

Michael R. Jeffcoat, Attorney at Law, P.A. – (recent graduates/alumni)

Post Office Box 1860

Lexington, SC 29072

Attention: Michael Jeffcoat, Principal

Associate or contract attorney position, with a preference for candidates with experience working in a civil plaintiff litigation firm. **To Apply: Email mrj@thejeffcoatfirm.com** resume, cover letter, transcript, and 3 references. **Deadline Date: March 15, 2012.**

Posted: 01/10/12. Job Listing #011.

Michael Johnson, P.C. – (recent graduates/alumni)

1171 Market Street, Suite 202
Fort Mill, SC 29708
Attention: Michael Johnson, Esquire

Small law firm serving in York County is seeking an associate (either full or part-time) to assist in real estate, personal injury and/or family law is a plus; Recent graduates, as well as experienced attorneys are encouraged to apply. **To Apply:** Please send cover letter and resume to mjohnson@johnsonslaw.com May also fax (803-802-9598). **Deadline Date: February 15, 2012.**

Posted: 01/23/12. Job Listing #019.

Joye Law Firm LLP – (alumni)

5861 Rivers Avenue
North Charleston, SC 29406
Attention: Ken W. Harrell, Managing Partner

Thriving personal injury law firm seeks litigation attorney for its Charleston office. Incentivized compensation. Benefits include health insurance and profit-sharing plan. Must have at least 7 years of experience and have tried a minimum of 10 civil cases to a jury verdict. **To Apply:** All resumes should be **emailed** to kharrell@joyelawfirm.com. Please include cover letter, writing sample, and 3 references and 2 letters of recommendation. **Deadline Date: April 4, 2012.**

Posted: 02/07/12. Job Listing #028.

McKay Cauthen Settana & Stublely – (alumni)

1303 Blanding Street
Columbia, SC 29201
Attention: Lee Knight, Office Manager

The law firm of McKay, Cauthen, Settana & Stublely, P.A. is accepting applications for an associate practicing in the area of workers' compensation defense.

Position requires at least two years experience trying cases before the Workers' Compensation Commission, preferably in defense work.

Applicant must already be a licensed South Carolina attorney in good standing with the South Carolina Bar.

Salary is dependent upon qualifications. All inquiries will be confidential. **To Apply:** Please send resume and cover letter to: lknight@mckayfirm.com

Posted: 02/07/12. Job Listing #025.

McDonnell and Associates, PA – (alumni)

2442 Devine Street

Columbia, SC 29205

Attention: Jonathan G. Howell, Esquire

Our firm seeks to hire a real estate attorney for the following areas: Beaufort, Columbia, Greenville and Rock Hill. Those with foreclosure experience are encouraged to apply. South Carolina license is required, with preference given to those with Georgia and/or North Carolina license(s). The right candidate will be willing to work nights and weekends, travel, and work hours that will vary day to day. The attorney will manage their own schedule. You must be able to obtain a notary public certification. Completion of Rule 403 is not required. You will be provided with an office, transportation, laptop, and cell phone. Full training and continuous support provided as needed. Recent graduates as well as experienced attorneys are encouraged to apply. All inquires will be kept strictly confidential. **To Apply: Email** resume and 2 references to career@mcdonnelllawfirm.com.

Posted: 01/10/12. Job Listing #006.

McDougall LawFirm, LLC – (recent graduates/alumni)

P.O. Box 1336

Beaufort, SC 29901

Attention: J. Olin McDougall, II, Esquire

Beaufort Law Firm with concentration in civil litigation and workers compensation.

The practice is comprised of approximately 50% WC cases (many of a complex nature) on behalf of the injured employee, and 50% Personal Injury cases on behalf of the injured Plaintiff(s), to include premises cases (basic negligence and security cases), MVAs, products cases, sexual assault victims, school district gross negligence cases, insurance bad faith, nursing home negligence and medical malpractice.

Immediate needs include drafting documents (briefs, memoranda, Orders, etc.) in both WC and PI cases, and handling post settlement proceedings in Probate Court for minors, incompetents, and Estates; however, there is an opportunity to expand certain types of litigation and handle other cases independently.

In order of priority any applicant needs to:

1. Be dedicated to live and work in Beaufort.
2. Have excellent writing and research skills. Preferably with some clerkship experience that has involved serious legal document drafting, or real journal writing experience.
3. Have Rule 403 completion. [Required]
4. Have 3-5 years experience [preferred, but not required].

5. Be someone that is truly motivated or challenged by the demands of a Plaintiff's practice.

The compensation package would be crafted to suit the individual hired for the position, and would be commensurate with experience, and individual goals. Options for health insurance, retirement and other benefits.

To Apply: Please send resume, cover letter, writing sample, and 3 references to McDougall Law Firm, P.O. Box 1336, Beaufort, S.C. 29901 or dwhite@mcdougalllawfirm.com. Application materials may also be faxed to (843) 379-7007.

Posted: 10/15/11. Job Listing #165.

Moore & Van Allen PLLC – (alumni)

100 N. Tryon Street, Suite 4700

Charlotte, NC 28202

Attention: Ms. Taylor Grayson, Manager of Professional Recruiting

Moore & Van Allen PLLC, a large law firm with a national practice, is seeking a corporate securities attorney with two to four years of experience primarily in corporate transactions, securities regulation, mergers & acquisitions and general business matters. Preferred candidate has experience in drafting and negotiating corporate documentation, including acquisition documents, joint venture agreements and general commercial contracts, as well as experience with corporate governance matters and preparing/reviewing securities offering materials and compliance disclosure. Accounting and/or finance background and understanding of financial statements preferred. Candidates should also have excellent written and verbal communication skills and excellent academic credentials.

To Apply; Email taylorgrayson@mvalaw.com resume, cover letter, and transcript.

Posted: 01/10/12. Job Listing #010.

Moore & Van Allen PLLC – (alumni)

100 N. Tryon Street, Suite 4700

Charlotte, NC 28202

Attention: Ms. Taylor Grayson, Manager of Professional Recruiting

- 1- Moore & Van Allen PLLC, a large southeastern law firm with a national practice, is seeking an experienced **finance lawyer** for the Charlotte office. Preferred candidates would have three to four years of debt finance experience, with an emphasis on leveraged loan transactions, including in the area of syndicated credit facilities. Excellent academic performance and strong interpersonal skills are required. Competitive compensation package includes full benefits. Please submit resumes to Taylor Grayson at taylorgrayson@mvalaw.com

- 2- Moore & Van Allen PLLC, a large southeastern law firm with a national practice, is seeking an attorney for its **Intellectual Property** team. Qualified applicants should have 1-3 years of experience in areas of patent prosecution, patent clearance, patent due diligence and litigation support. Experience in IP licensing and technology contract is a plus. Qualified individuals should have a degree in either electrical, computer or mechanical engineering. Excellent academic background and interpersonal skills are required. Patent bar registration is preferred but not required.
- 3- Moore & Van Allen PLLC, a prominent southeastern business and litigation law firm with 250+ attorneys is seeking a **tax attorney** to work in our Charlotte, NC office. The associate will perform a variety of duties in order to provide income tax expertise to clients of the firm. Qualified candidates will have 2-4 years of experience in the transactional tax area. Candidates holding a degree in accounting are preferred.
- 4- The Charlotte office of Moore & Van Allen is seeking an **associate attorney to join its Wealth Transfer group**, one of the East Coast's largest and most experienced private wealth practices. Applicants should have a minimum of three to five years of general trusts and estates background with experience in drafting wills, trusts and other related documents. Knowledge of Federal estate and gift taxes is required. Preferred candidates would have experience with estate administration, partnerships, corporations, charitable planning, closely-held business planning and sophisticated tax planning for entities and individuals. Excellent work and academic credentials, including strong research, writing, presentation and general interpersonal skills are essential.

To Apply: Email taylorgrayson@mvalaw.com or **mail** resume, cover letter, and transcript.

Posted: 10/15/11. Job Listing #161.

Moore & Van Allen PLLC – (alumni)

40 Calhoun Street, Suite 300

Charleston, SC 29401

Attention: Jean Anglin, Office Administrator

Position: Corporate/Commercial Real Estate Associate

Moore & Van Allen PLLC, a large southeastern law firm with a national practice, is seeking an attorney with three to six years of corporate lending or commercial real estate experience to join our business transactions practice with work to include mergers and acquisitions, securities, financial services and commercial real estate transactions. Candidates should have excellent written and verbal communication skills and excellent academic credentials. Responsibilities will include immediate and significant client interaction. Competitive compensation package includes full benefits. **To Apply:** All candidates should **email** Jean Anglin, Office Administrator, at jeananglin@mvalaw.com. Please include resume, cover letter, and transcript.

Posted: 02/07/12. Job Listing #038.

Newby Sartip Masel & Casper, LLC – (alumni)

P.O. Box 808

Myrtle Beach, SC 29578

Attention: Juliet Casper, Partner

Newby Sartip Masel & Casper, LLC seeks a highly motivated Associate to join our civil litigation and real estate practice. The ideal candidate will possess two to five years of experience. Salary/benefits commensurate with experience.

To Apply: Interested candidates are encouraged to submit cover letter and curriculum vitae to Juliet Casper at jcasper@newbylaw.com or by mail to P.O. Box 808, Myrtle Beach, South Carolina 29578.

Posted: 01/10/12. Job Listing #004.

Novak Druce + Quigg LLP – (alumni)

525 Okeechobee Boulevard

Fifteenth Floor

West Palm Beach, FL 33401

Attention: Michael Woods, Senior Associate

An opportunity to work as a patent litigation associate for a national intellectual property firm. Associate would be part of a litigation team, working with senior associates/partners, that is presently representing several Fortune 500 companies in multiple patent litigation cases all over the country. Associate will have the opportunity to develop important patent litigation skills quickly and work with Novak Druce attorneys across the country.

Requirements/preferences: (1) Must have a minimum of a Bachelor's degree in Electrical Engineering, Computer Science, Computer Engineering, or Physics; (2) Minimum of two years patent litigation experience; and (3) Preference to attorneys with industry or military experience.

To Apply: Email resume, cover letter, and writing sample. Please do not respond unless you meet the minimum requirements above. **Deadline Date: March 30, 2012.**

Posted: 11/15/11. Job Listing #183.

PartnerJD – (recent graduates/alumni)

401 North Tryon Street

Suite 1037

Charlotte, NC 28202

Attention: John Neal Manning, Recruiting Manager

PartnerJD is currently seeking both licensed (any jurisdiction) and unlicensed contract attorneys **fluent in Spanish**, both verbal and written.

Additional key details/requirements include:

- The project will likely be conducted in Madrid, Spain with a potential to work in England and Belgium as well
- Ability to travel/reside overseas for the entire project duration
- A Valid United States Passport
- PartnerJD's firm client will cover travel and lodging expenses
- A seven week document review assignment
- The review is scheduled to begin on November 12, 2011 and the estimated end date is December 31, 2011
- Prospective reviewers will be tested for language skills, native level fluency highly preferred
- Hourly pay rate TBD, competitive national market pay rate expected

Interested candidates should please e-mail a Microsoft Word version of your resume to recruiting@partnerjd.com to schedule an interview with our management team including Jamie Shield, Managing Partner (804-955-1503), Rob Hunter, Recruiting Manager (804-955-1502), and John Neal Manning (704-998-2537). Please note that your resume will not be submitted without your express permission.

Please visit our website at www.partnerjd.com for further information on PartnerJD. We look forward to working with you!

Posted: 11/01/11. Job Listing #177.

Scott Law Firm, P.A. - recent grad or alumni)
2712 Middleburg Drive, Suite 200
Columbia, SC 29204

Established 7 attorneys law firm in Columbia seeking energetic attorney that is focused and dedicated to the practice of law. Must be willing to learn and adapt to rapidly changing market. Must have completed 403s. Background in real estate or banking preferred but not required.

To Apply: Please email your resume and cover letter to HumanResources@scottlaw.com.

Posted: 01/23/12. Job Listing #018.

Stewart Law Offices, LLC – (recent graduates/alumni)
P.O. Box 670
Rock Hill, SC 29731
Attention: Brent Stewart, Owner

Seeking a part-time lawyer or hourly lawyer to assist in the **Beaufort, SC** area. Possible transition to full time if relationship works out. **To Apply: Email** brent@stewartlawoffices.net resume and 1 reference.

Posted: 11/01/11. Job Listing #176.

Smith Debnam Narron Drake Saintsing & Myers, LLP – (alumni)

4601 Six Forks Road, Suite 400
Raleigh, NC 27609
Attention: Brian P. Gilman

Smith Debnam is seeking a litigation associate to work in its commercial litigation and collections practices, to support its expanding South Carolina client base and established North Carolina practice. Ideal candidate will have practiced 3 to 6 years in litigation with extensive South Carolina experience, and will be licensed in both South Carolina (required) and North Carolina (strongly preferred). **To Apply:** Use the following link to submit your resume, 2 references, and cover letter: <https://home.eease.adp.com/recruit/?id=475791> Inquiries and applications will not be accepted by e-mail, fax or telephone - we will only consider responses received through the link.

Posted: 11/15/11. Job Listing #180.

William J. Tuck, PA – (alumni)

Post Office Box 933
Darlington, SC 29540
Attention: Heidi Walters, Paralegal

This firm is seeking licensed associate who has completed 403s and has at least 2 to 3 years civil litigation experience including judicial clerkship, civil litigation clerkship (during law school or awaiting the bar), and/or civil litigation associate experience to grow with an expanding civil litigation practice concentrating primarily in plaintiffs' medical malpractice and other serious personal injury. Candidate must have superior analytical, writing and organizational skills, be familiar with all aspects of civil litigation, have actual experience in drafting complaints, discovery requests and answers, motions, memoranda, proposed orders, etc., and have a genuine desire to represent seriously injured plaintiffs. **To Apply: Email** resume, cover letter, and references to williamtuckpa@bellsouth.net May also **fax** (843-393-2216) or **mail**.

Posted: 10/15/11. Job Listing #163.

Gregory G. Williams, Attorney, LLC – (alumni)

1331 Richland Street
Columbia, SC 29201

Solo practitioner needs associate to help with quiet title litigation and other civil work. Must have some meaningful experience with quiet title work, and/or combination of real estate and litigation experience. Must be ready to handle files from day one, with minimal transition and training. Full time, permanent position. Starting salary will depend on skills and experience. Although initial salary will not be in the higher ranges, there is enormous potential, and the associate who works hard and proves himself will be rewarded appropriately. **To Apply: Fax** (803-799-5555) or **email** lawgreg@sc.twcabc.com

Posted: 01/23/12. Job Listing #021.

BUSINESS

BlueCross BlueShield of SC – (recent graduate/alumni)

4101 Percival Road
Columbia, SC 29229
Attention: Angel Brown, Recruiter

BlueCross BlueShield of SC is seeking a Contract Compliance Specialist II with a Bachelor's degree (any major) and 5 years of insurance experience; 4 of which must be in compliance and research. Should have strong knowledge of insurance statutes and regulations and ERISA as well as strong written and verbal communication skills.

To Apply: visit www.southcarolinablues.com

Posted: 11/01/11. Job Listing #179.

Dynamic Recovery Solutions – (recent graduate/alumni)

135 Interstate Blvd.
Greenville, SC 29615
Attention: Pat Coleman, Vice President

In-house council desired for rapidly growing Collection Agency located in Greenville, SC (Pelham Rd). No experience necessary, will train the right candidate. Must be able highly motivated, ambitious, and adaptable to a fast paced environment. Attractive base salary and full benefits offered. Please call today for immediate consideration. **To Apply: Email** patc@gotodrs.com resume, cover letter, 2 references, and 1 letter of recommendation. May also telephone (864-884-2630). Start date is immediate.

Posted: 01/23/12. Job Listing #015.

Global Resorts – (recent graduate/alumni)

9628 North Kings Highway
Myrtle Beach, SC 29572
Attention: J.W. Young, Owner

Unique business looking for full time attorney; great income potential and salary; willing to train; possible partnership after 1st year. **To Apply: Email** johnwilliamandrewyoung@gmail.com or **fax** (843-712-1611) resume. May also **telephone** (570-216-6511).

Posted: 12/01/11. Job Listing #191.

WRR – (recent graduates/alumni)

9628 N. Kings Highway
Myrtle Beach, SC 29572
Attention: Craig Musumeci, Vice President

Must be licensed in South Carolina.

To Apply: Email craigmusumeci@yahoo.com or **fax** (843-712-1611) resume.

Posted: 01/10/12. Job Listing #001.

GOVERNMENT

City of Chicago Law Department – (alumni)

Chicago, IL

THIS JOB ANNOUNCEMENT HAS BEEN EXTENDED THROUGH FEBRUARY 10, 2012

Assistant Corporation Counsel Supervisor/Senior - Environmental

The City of Chicago Law Department is seeking an attorney for the position of Assistant Corporation Counsel Supervisor/Senior in the AERC Division to represent the City in environmental matters. The Assistant Corporation Counsel Supervisor/Senior will work under the general supervision of the Deputy Corporation Counsel of the AERC Division, and will be given a high level of responsibility for handling complex environmental matters, including handling and supervising environmental litigation, drafting environmental legislation, reviewing and drafting contracts for environmental compliance, developing and implementing environmental enforcement and cost recovery strategies, assisting City departments with environmental compliance, providing assistance with the City's brownfields

redevelopment program, and otherwise advising and counseling City departments on environmental litigation and other environmental matters.

NOTE: To apply for this position, you must submit an on-line application on the City of Chicago's webpage at www.cityofchicago.org/careers.

Also, the following information must be submitted to the City of Chicago, Department of Law's Legal Recruiter, 30 N. La Salle Street, Suite 1640, Chicago, IL 60602:

Copy of Law school transcript (*An official transcript must be provided at the time of interview if it is not submitted at time of application.*)

Copy of your ARDC card

Two writing samples

Submitting required materials whether in person or postmarked on or after **February 15, 2012** shall result in your application not being considered for the position.

NOTE: All writing samples submitted in consideration for employment must comply with the following criteria:

1. Each writing sample submitted must be no less than five (5) pages and no more than twenty (20) pages.
2. Each writing sample must be written by the applicant within two years of submission.
3. Each writing sample must be accompanied by a cover page explaining:
 - a. the sample's original purpose, e.g. a writing class, moot court brief, memorandum for an employer;
 - b. when and for whom the sample was written;
 - c. the extent of editing by any third party;
 - d. if the writing sample is an excerpt from a larger document, identify that larger document and provide context, if necessary.

If an applicant chooses to submit a writing sample containing confidential or privileged information, the applicant must identify the steps taken (redactions, name changes or consent from the client or employer) to preserve the confidential or privileged nature of the document.

Location: Law Department 30 N. LaSalle Chicago, IL 60602

Hours: 9:00am to 5:00pm

Days Off: Saturday and Sunday

THIS POSITION IS EXEMPT FROM THE CAREER SERVICE.

Qualifications

Graduation from an ABA-accredited law school, admission to the Illinois Bar (or another state bar having reciprocity with Illinois) and a minimum of eight (8) years of experience as a licensed attorney, including a minimum of five (5) years of legal experience handling environmental litigation and other environmental matters.

Disclaimer - "Accredited" means any nationally or regionally accredited college, university, or law school where the applicant is enrolled in or has completed an Associates,

Bachelors, Masters, or Juris Doctorate degree program.

This position requires applicants to complete an interview. The interviewed candidate(s) possessing the qualifications best suited to fulfill the responsibilities of the position will be selected.

Knowledge, Abilities and Skill

Superior writing, research and editing skills; exceptional client counseling and organizational skills; the ability to work well with others; demonstrated leadership and initiative on assigned tasks; and demonstrated ability to organize, prioritize, monitor and control workflow deadlines. Previous supervisory experience preferred, but not required.

NOTE: You must provide your transcripts or diploma, professional license, or training certificates at time of processing, if applicable.

NOTE: To be considered for this position you must provide information about your educational background and your work experience. **You must include job titles, dates of employment, and specific job duties.** (If you are a current City employee, Acting Up cannot be considered.) If you fail to provide this information at the time you submit your application, it will be incomplete and you will not be considered for this position. There are three ways to provide the information: 1) you may attach a resume; 2) you may paste a resume; or 3) you can complete the online resume fields.

VETERANS PREFERENCE NOTE: The City of Chicago offers Veterans Preference to both current, active military personnel **AND** military personnel who have served in the Armed Forces of the United States and have received an honorable or general discharge. Eligible candidates must have at least six months of active duty documented. In order to receive the veterans preference, candidates need to indicate whether or not they are a veteran by answering "yes" or "no" to the question on the online application that asks, "Are you currently serving on active duty for at least six months in the Armed Forces of the United States **OR** have you served in the Armed Forces of the United States on active duty for at least six months and received an honorable or general discharge?" In addition, you must attach documentation to verify your military service. For veterans, you must attach a copy of your DD214 to your online application which includes character of service status **OR** a letter from the United States Veterans Administration on official stationery stating dates of service and character of service. For active military personnel, you must attach a letter from your Commanding Officer on official stationery verifying your active duty, length of service, and character of service in the Armed Forces of the United States **AND** a copy of your military ID to your online application. **Failure to answer the question and attach the required documentation will result in you not being considered for the Veterans Preference.**

Evaluation:

Your initial evaluation will be based on the documents submitted. Applications must be submitted by the individual applicant. No second party applications will be accepted.

Residency Requirement:

An employee must be an actual resident of the City of Chicago. Proof of residency will be required at the time of employment.

If you are disabled and require a reasonable accommodation to file your application, please contact the City of Chicago, Department of Human Resources at 312-744-4976, TTY 312-744-5035. You will be required to provide information regarding your request.

**ALL REFERENCES TO POLITICAL SPONSORSHIP OR RECOMMENDATION
MUST BE OMITTED FROM ANY AND ALL APPLICATION
MATERIALS SUBMITTED FOR CITY EMPLOYMENT.**

**The City of Chicago is an Equal Opportunity /Affirmative Action Employer
City of Chicago Department of Law Department of Human Resources**

Posted: 02/07/12. Job Listing#027.

Defense Intelligence Agency

Job postings for this agency are continually listed at www.avuedigitalservices.com Please visit website for information.

Department of Commerce

Job postings for this agency are continually listed at www.avuedigitalservices.com Please visit website for information.

Drug Enforcement Administration

Job postings for this agency are continually listed at www.avuedigitalservices.com Please visit website for information.

Eleventh Circuit Public Defenders Office – (alumni)

407 1/2 West Main Street

Lexington, SC 29072

Attention: Robert Madsen, Eleventh Circuit Public Defender

This position is for an experienced criminal trial attorney. The applicant must be able to work independently and have a good working knowledge of criminal law. Additionally, the applicant must be able to try all levels of criminal cases; possess a JD Degree; member of South Carolina Bar; 5 years criminal law experience; able to handle complex felony trials.

To Apply: Qualified candidates are invited to apply on-line beginning **Friday, February 3rd through February 24th**. All applications must be submitted online at <http://www.lex-co.com/Departments/HR.html>. Materials requested: Resume, application form, and 2 references.

Posted: 02/07/12. Job Listing #036.

Federal Air Marshal Service

Job postings for this agency are continually listed at www.avuedigitalservices.com Please visit website for information.

Federal Bureau of Investigation

Job postings for this agency are continually listed at www.fbijobs.gov Please visit website for information.

Georgia Department of Labor, UI Appeals – (recent graduates/alumni)

1630 Phoenix Blvd., Suite 201

College Park, GA 30349

Attention: Ernestine M. Dunning, Sr. Regional Admin Hearing Officer

Conducts agency appeal hearings and make decisions regarding unemployment claims; Confers with individuals or organizations involved in cases to obtain relevant information; Ensures that all hearings are conducted fairly and just while safeguarding the legal rights of all involved hearing participants; Make decisions by obtaining and evaluating sworn testimony and evidence and by interpreting and applying relevant law. 6 month temporary term. Must have a Juris Doctorate Degree and experience using law or rules to make decisions. Positions available in Lafayette, Athens, Savannah, Waycross, Douglas, Jesup, Cartersville, and Thomasville, Georgia.

Qualifications: Ability to access, interpret, and utilize available electronic resource material; Ability to analyze medical/legal evidence; Ability to make decisions in compliance with federal, state, and/or agency rules, regulations, policies and procedures; Ability to organize and prioritize assigned tasks.

Applicant must have received a Juris Doctorate Degree or pending law school graduation by May 2011. Applicant must also have related work experience. No other applicants will be considered. Applicant must reside in the State of Georgia or be willing to relocate to Georgia if position is offered.

To Apply: Email Ernestine.Dunning@gdol.ga.gov resume, cover letter, transcript, and 3 references.

Posted: 12/01/11. Job Listing #190.

IRS Office of Chief Counsel – (recent graduate/alumni)

USAJOBS link for the tax attorney positions:

<http://jobsearch.usajobs.gov/jobsearch.asp?jbf522=&fn=4466&q=&FedEmp=N&sort=rv&vw=d&jbf574=TR93&brd=3876&ss=0&FedPub=Y&caller=%2Fa9trirs.asp&SUBMIT1.x=102&SUBMIT1.y=6>

McDowell County Department of Social Services – (alumni)

P.O. Box 338
Marion, NC 28752

MCDOWELL COUNTY DEPARTMENT OF SOCIAL SERVICES

VACANCY ANNOUNCEMENT

CLASSIFICATION TITLE: SOCIAL SERVICES ATTORNEY I

JOB LOCATION: ADMINISTRATION

Position Responsibilities

The primary purpose of this position:

- o Appears in Juvenile and Child Support Court; appears in cases before the Clerk, including incompetence and adult protective services proceedings; reviews and negotiates cases.
- o Prepares and reviews pleadings for petitions, abuse, neglect, dependency, and termination of parental rights cases and for Child Support Court, adult protective services, and incompetency and guardianship hearings.
- o Prepares for court; prepares Social Workers and witnesses including Foster children; reviews files; prepares examinations and cross examinations; meets with supervisors and other attorneys to discuss cases; prepares subpoenas.
- o Dictates, reviews, edits, and distributes Protective Service Court Orders.
- o Trains, assigns, directs, supervises, and evaluates assigned personnel.
- o Organizes and schedules cases.
- o Monitors the Service of Process.
- o Organizes, reviews, and files notices; prepares list of cases with hearing dates and forwards to appropriate parties.
- o Attends training sessions and workshops to remain current knowledge of policy and court decisions affecting the department.
- o Advises the Director on legal matters related to the department.
- o Performs other related duties as assigned.

Knowledge, Skills, and Abilities

Knowledge of case, statutory, regulatory, and common law. Knowledge of judicial and quasi-judicial procedures regarding the rules of evidence. Knowledge of the rules of evidence. Ability to perform legal research in accordance with initial guidance as to methods of approach, source materials available, and policy and precedent of the office. Ability to understand and interpret constitutional provisions, statutes, administrative regulations, and precedents. Ability to analyze

facts, evidence, and legal instruments. Ability to express conclusions and arguments clearly and logically in oral and written form. Ability to maintain effective working relationships.

Minimum Education and Experience Requirements Graduation from a recognized school of law.

Prefer two years of experience in Social Services law.

Necessary Special Qualification - License to practice law in the State of North Carolina.

Special Requirements

Copies of final transcripts showing date degree awarded must be submitted with application.

Must have a valid driver's license and be in compliance with the McDowell County's insurance regulations. Must have access to a vehicle and a telephone.

*Salary posted is for fully qualified applicant.

COMPUTER PROFICIENCY IS REQUIRED. BI-LINGUAL ABILITY (ENGLISH/SPANISH) IS DESIRABLE.

PERSONAL VEHICLE FOR USE AT WORK AND VALID DRIVERS LISCENSE IS REQUIRED.

APPLICANTS WILL BE GIVEN CREDIT ONLY FOR INFORMATION PROVIDED IN RESPONSE TO THIS ANNOUNCEMENT. No additional information will be solicited by the McDowell County Department of Social Services; therefore, persons who submit incomplete applications may not receive full credit for their education, training and experience.

Salary: Social Services Attorney I \$60,384 minimum

Position is full-time and benefited.

PRE-EMPLOYMENT DRUG SCREENING IS REQUIRED

To Apply: Interested candidates submit:

PD 107

Transcripts

Three (3) references

Resume

Phillip Hardin

McDowell County Department of Social Services P.O. Box 338 Marion, NC 28752

Posted: 01/23/12. Job Listing #023.

Millennium Challenge Corporation (MCC)

The MCC is a U.S. Government corporation whose mission is to provide assistance that will support economic growth and poverty reduction in carefully selected developing counties that demonstrate a commitment to just and democratic governance, economic freedom, and

investments in their citizenry. Website: www.mcc.gov Job postings for this agency are listed at www.avuedigitalservices.com Please visit website for information.

Richland County Government (CASA) – alumni
Columbia, SC

Title: CASA Attorney

Job code: 1812-JS420-012

Location: CASA

Salary: \$41,645 minimum yearly

Status: Fulltime

Open date: October 13, 2011

Closing date: Open until filled.

Description: This position is responsible for providing legal services to the Volunteer Guardians ad Litem and the children they represent in all cases of child abuse and neglect in Richland County Family Court to assure timely and effective resolution for the child. This position reports to and operates under the general guidance of the CASA Director and the daily direction of the CASA Legal Services Manager. This position interacts with volunteer Guardians ad Litem, children victims, their families and relatives, Judges, attorneys, defendants, Department of Social Services and other social service agencies, medical and mental health personnel, and other treatment service providers. May be required to perform other duties as assigned.

Requirements: This position requires a minimum of a Juris doctorate from an American Bar Association accredited law school; a valid license to practice law in the state courts of SC; and at least one year of legal experience, preferably in child welfare/family law. Prior experience in a CASA or GAL program is strongly preferred.

This position may require additional skills depending on what department of Richland County is requesting assistance. Refer to the main job listing for any additional requirements. Go to <http://www.richlandonline.com/departments/humanresources/forms/jobapp.pdf> for application.

THIS ANNOUNCEMENT IS NOT A CONTRACT. THE STATUS OF POSITIONS MAY BE CHANGED AT ANY TIME.

Posted: 12/01/11. Job Listing #184.

SC Budget and Control Board – (alumni)

1201 Main Street, Suite 400

Columbia, SC 29201

Attention: Cora Campbell, Resources Manager

The SC Budget and Control Board, Office of General Counsel, is currently recruiting for an attorney. The incumbent would provide legal support - primarily in the areas of procurement law, contracts, and administrative law - to the programs responsible for the award, administration, and oversight of state government contracts by handling any program related litigation at all administrative and judicial levels; advising and assisting staff with the conduct and disposition of procurement related administrative reviews (e.g., protests & contract disputes); reviewing, drafting, and negotiating complex government contracts (e.g., contracts for construction, supplies [UCC], services, information technology, software licensing, equipment leasing) and related procurement documents; reviewing legislation; assisting with other assorted legal needs (e.g., FOIA and ethics); and communicating internally and externally with various customers and constituents, including training procurement staff. Under supervision of a senior procurement attorney, works with a significant level of independence and with limited assistance.

Minimum work week is 40 hours, with extended hours on occasion. Limited travel is required. Strong client relations skills and excellent oral and written communication skills - demonstrated in drafting legal documents - and are essential. The incumbent must be licensed to practice law in the State of SC for a minimum of 2 years.

To Apply: Please fill out our electronic application at www.jobs.sc.gov. A resume will not be accepted in lieu of an application.

Posted: 11/01/11. Job Listing #178.

South Carolina Department of Revenue – (recent graduates/alumni)

301 Gervais Street

Columbia, SC 29214

Attention: Angela Stroud, Recruitment Manager

Revenue Law Advisor II

Conducts legal and factual research and explains the results of that research in writing and orally. Assists in the preparation of policy documents, publications, and other informal and formal Department positions or advice concerning legal issues. Establishes and maintains positive relationships with tax and other professionals, taxpayers, other divisions within the

Department of Revenue, and other agencies. Makes presentations, participates in various meetings and conferences, and represents the Office of General Counsel for Policy and the Department in meetings with, and to, other sections within the Department and other agencies, governmental entities, taxpayers, licensees, and their representatives. May also participate in conferences regarding audit and/or litigation issues. Assists in drafting legislative and regulatory recommendations. Prepares written and/or oral analysis of proposed legislation, federal legislation, and legislation in other states. Performs other professional and administrative duties as requested.

To Apply: Go to <http://agency.governmentjobs.com/sc/default.cfm> Materials requested are transcript, writing sample, application form, 2 references and 2 letters of recommendation. A writing sample, and a law school transcript for attorneys, or undergraduate and graduate transcripts for non-attorneys required. You may attach this information to your application. If it is too large for the system to support, you may email it to employment@sctax.org or fax to 803-737-2939.

Posted: 02/07/12. Job Listing #034.

South Carolina Government Jobs – (recent graduates/alumni)

To view the full job posting for any opening at State of South Carolina, click here:

<http://agency.governmentjobs.com/sc/default.cfm>

Click on a job title to view the complete job posting of any position listed. After you have reviewed the job posting, you can apply for the position by clicking on the "Apply" button and completing the online application.

USDOJ – (alumni)

Various Locations

Attorney Vacancies at the U.S. Department of Justice

There are current attorney vacancies at the United States Department of Justice. We encourage all interested applicants to apply; however, please note that due to temporary funding restrictions we may not be able to fill all of the currently advertised positions.

To learn more about Justice and our legal careers, please visit our website:
www.justice.gov/careers/legal/.

Posted: 01/10/12. Job Listing #009.

PUBLIC INTEREST

**American Civil Liberties Union Foundation – (alumni)
Equality Center Counsel – Disability Rights (CE-02)
Legal Department
NYC, D.C. or San Francisco, CA**

CAREER OPPORTUNITY

**Equality Center Counsel – Disability Rights [CE-02]
American Civil Liberties Union Foundation
Legal Department, NY, D.C. or San Francisco**

The American Civil Liberties Union Foundation (“ACLU”), founded in 1920, is a nationwide, nonprofit, nonpartisan organization with more than 500,000 members dedicated to the principles of liberty and equality embodied in the U.S. Constitution and our nation’s civil rights laws. The ACLU’s Equality Center seeks applicants for a full-time Equality Center Counsel position focused on Disability Rights in either the ACLU’s New York City, Washington, D.C. or San Francisco office.

OVERVIEW

The ACLU has a long history of defending the rights of people with disabilities. It played a major role in securing passage of the Americans with Disabilities Act. The ACLU has battled discrimination against persons with HIV/AIDS and stood up for the voting rights of persons with disabilities in the ongoing debate over electoral reform. It has fought to obtain adequate health care and access to services for prisoners with disabilities across the country. The ACLU also established the right to treatment for persons with mental illness who are involuntarily committed.

Today, the ACLU’s Disability work is handled in its Washington legislative office, in legal and advocacy programs focused on HIV, Immigrants, Racial Justice, Prisons and Human Rights, among others and in the ACLU’s 53 affiliate offices around the country. The job of the Equality Staff Counsel will be to: 1) inventory, track and advise on all of the ACLU’s current ongoing disability work and other work with disability implications; 2) bring a disability lens to the ACLU’s ongoing work and to other civil liberties questions as they arise; 3) help the ACLU develop and refine its disability work; 4) identify potential disability related litigation, legislative

and policy work; 5) help ACLU affiliates develop and refine ongoing disability work, and identify potential new disability work; and 5) work with other groups involved in disability rights. At the start, the Equality Counsel will report to the Director of the Equality Center, Matthew Coles.

ROLES AND RESPONSIBILITIES

Survey, catalogue and track the national ACLU's disability work, and provide advice on how best to use it to advance disability rights;

- Review the national ACLU's strategic plans, and provide a disability focus;
- Assist ACLU national and affiliate staff with disability related aspects of existing and future litigation and advocacy;
- Assist ACLU national and affiliate staff in identifying and developing disability litigation and advocacy;
- Prepare memos, briefing papers, talking points etc. for internal and external use on disability issues;
- Identify potential disability related issues for the ACLU itself;
- Articulate internally and externally disability related civil liberties issues;
- Work with disability rights organizations and other groups involved in disability rights.

EXPERIENCE AND QUALIFICATIONS

J.D. degree required and two or more years of experience as a litigator, legislative lawyer or as a judicial clerk preferred.

- Life experience with disability a plus.
- Ability to work independently as well as within a team.
- Ability to work with other public interest and community groups.
- Demonstrated commitment to public interest law. Demonstrated commitment to the rights of the disabled preferred.
- Ability to engage in complex legal analysis and fact investigation in impact litigation, policy and legislative advocacy settings while under tight deadlines.

- Demonstrated ability to think creatively and strategically about using the law to achieve policy reform.
- Excellent legal research and writing skills.
- Knowledge of disability law preferred.
- Fluency in Spanish a plus.
- Note: the job requires extensive travel.

COMPENSATION

The ACLU offers a generous and comprehensive compensation and benefits package, commensurate with experience and within parameters of the ACLU compensation scale.

HOW TO APPLY

Please send a cover letter (with salary requirements), resume and writing sample by email to hrjobs@aclu.org - reference [CE-02/ACLU-W] in subject line – or by mail to:

Human Resources
RE: [CE-02/ACLU-W]
American Civil Liberties Union Foundation
125 Broad Street, 18th Floor
New York, NY 10004

Please indicate in your cover letter where you learned of this career opportunity.

Applications will be accepted until the position is filled, which will not be before November 12, 2011

The ACLU is an equal opportunity/affirmative action employer and encourages applications from all qualified individuals including women, people of color, persons with disabilities, and lesbian, gay, bisexual, and transgender individuals.

The ACLU comprises two separate corporate entities, the American Civil Liberties Union and the ACLU Foundation. Both the American Civil Liberties Union and the ACLU Foundation are national organizations with the same overall mission, and share office space and employees. The ACLU has two separate corporate entities in order to do a broad range of work to protect civil

liberties. This job posting refers collectively to the two organizations under the name “ACLU.”

Posted: 12/06/11. Job Listing #196.

Earthjustice Alaska – (alumni)

Earthjustice Alaska has requested that you include the following job opportunity(ies) in the listings you make available to your students and/or alumni.

JOB TITLE: Staff Attorney

Lawmatch Job ID: 9318876

Position Title: Staff Attorney

Company Name: Earthjustice Alaska

Practice Setting: Public Interest

Job Function: Attorney

Required Exp. 5+ years

Job Type: Full-Time

Location(s): Anchorage, AK, United States;
Juneau, AK, United States

Job Expires: 02/06/2012

The Alaska office of Earthjustice, a public interest law firm for the environment, is seeking applications for a fall 2012 vacancy for a staff or associate attorney position in our Alaska region. Earthjustice’s mission centers on protecting people and natural resources by enforcing and strengthening environmental laws and providing clients with the best legal representation and related advocacy.

The core issues of the Alaska office docket are the protection of the Alaska coastal rain forest, protection of sensitive areas in northern Alaska from oil and gas development, conservation of the Bering Sea and Gulf of Alaska marine ecosystem, wildlife conservation, air and water quality enforcement, national park and other public lands management, and protection of lands and waters from mining activities. Our clients include national, regional and local conservation organizations, traditional Alaska Native tribal organizations, ecotourism businesses, and communities, as well as other organizations concerned about enforcing the laws to protect the environment.

A staff attorney is responsible for developing, coordinating, and pursuing strategic litigation in federal and state courts. To be considered for a staff attorney position, the candidate must have

- five or more years of litigation experience, preferably in environmental law,
- the ability to manage a litigation docket independently,
- a demonstrable passion for enforcing and strengthening environmental laws,
- excellent legal research and writing skills,
- self-motivation,
- an ability and willingness to work closely with others, and
- preferably, have completed post law school a judicial clerkship or have one to three years of experience in environmental law or general litigation post law school.

The associate attorney program affords junior attorneys the opportunity to spend two to three years working with staff attorneys on our litigation docket. Several of our past associates have remained with Earthjustice or have joined other conservation organizations. Among other responsibilities, the associate will conduct legal research and prepare memoranda on issues relating to ongoing or potential litigation projects; draft motions, briefs and other pleadings; prepare comments on proposed agency actions and environmental impact statements; assist with discovery; and interact with clients and work with experts. The associate attorney may have primary responsibility for some matters, but will generally work collaboratively with other lawyers in the office.

Timely admission to the Alaska bar is essential. The Alaska office has locations in Juneau and Anchorage and this position may be placed in either location. Earthjustice's compensation is based on experience, is competitive with other non-profit organizations, and includes an excellent benefits package.

TO APPLY:

We strongly prefer to receive applications by email at akoffice@earthjustice.org. Please include a cover letter explaining your interest in either the staff or associate level position and your location preference, a resume, a legal writing sample (not to exceed 10 pages) and three references. Candidates for the associate level should also include a copy of their law school transcript; unofficial is sufficient. For additional information you may contact us by email at akoffice@earthjustice.org.

Earthjustice is driven by a passion for justice, partnership, and excellence. Our core values lead us to seek a broad range of perspectives and backgrounds to achieve our mission and to maintain an inclusive environment where all staff are valued and respected. As an equal opportunity employer, we are committed to employment practices that ensure that employees and applicants for employment are provided with equal opportunities without regard to race, color, national origin, ancestry, sex, age, religion, physical or mental disability, medical condition, veteran status, marital status, pregnancy, sexual orientation, gender identity, genetic information or any other factor that is not related to the position.

Posted: 01/10/12. Job Listing #013.

Upstate Mediation Center – (alumni)

27 Cleveland Street Suite 204

Greenville, SC 29601

Attention: Jillian Mangum, Mediation Coordinator

Part-time Executive Director for Non-profit Mediation Center

The Executive Director (“ED”) shall be responsible for coordinating and managing the staff, operations, and programs of the Upstate Mediation Center (“UMC”) in accordance with the policies and direction set by the Board of Directors.

We are seeking an individual committed to the UMC mission, with proven experience in non-profit organizational management, fundraising, grant writing, program administration, and community relations. The candidate is preferred to have experience in mediation, law-related fields and public relations/marketing. Strong written and verbal communication skills are necessary. Estimate 30 hours per week. B.A. degree required.

To Apply: Please **mail** cover letter, resume, salary requirements, and three professional references to 27 Cleveland Street, Suite 204, Greenville, SC 29601, or **email** to info@upstatemediation.com.

The UMC is an equal opportunity employer.

For the full-length job description please email to request.

Posted: 02/07/12. Job Listing #032.

ACADEMIC

Benjamin N. Cardoza School of Law – (alumni)

New York, NY

ASSISTANT DIRECTOR, POSITION RESPONSIBILITIES: The Assistant Director engages in extensive one-on-one career counseling for students and alumni and assists in developing programming to develop career building skills. **Responsibilities:** Counsel JD and LLM students and alumni on job search strategies and career development. Conduct workshops and individual sessions on resume writing, interviewing and networking. Organizes and presents panel discussions and other programs on career-related topics. Assist in administering various recruitment programs including OCI. Conduct outreach to potential employers. Contribute articles to the office’s communication with students and alumni. Serve as point person for either

alumni outreach or LLM advising. Assist in developing career-related resources for students and alumni. **QUALIFICATIONS: Experience and Educational Background:** J.D. required; some legal practice strongly preferred. Some counseling or recruitment related experience strongly preferred. **Skills and Competencies:** Speaks clearly and expresses self well in one-on-one conversations and groups. Develops effective written communications and uses them appropriately. Interacts and proactively shares information with internal and external contacts where appropriate. Develops effective relationships with peers, students and employees. Assumes responsibility to ensure issues/concerns will be addressed and monitors them through conclusion. Identifies, defines and analyzes information and situations before recommending a course of action. Effectively manages own time and resources. Seeks to apply technology and innovation to improve efficiency and solve problems. Strong communication, interpersonal and organizational skills a must.

To Apply: <https://careers-yeshiva.icims.com/jobs/4643/job?jtsrc=http%3A%2F%2Fwww.nalp.org%2Fjobs&jtsrcid=3415&jtrfr=http%3A%2F%2Fwww.nalp.org%2Fpage.cfm%3FpageID%3D2>

Posted: 01/23/12. Job Listing #016.

Emory School of Law – (alumni)

1301 Clifton Road

Atlanta, GA 30322

Attention: Janet D. Hutchinson, J.D.

Emory Law seeks an energetic, self-starter for the position of Associate Director of Career Services. The Associate Director reports to the Assistant Dean for Career Services and supports key functions of the office, including: advising students on all aspects of the career development process; developing and implementing legal practice and professional development programs that support student employment search efforts; administering regional recruitment programs; drafting and editing career-related materials, including newsletters, guides, and other supplements; and building and maintaining strong relationships with student organizations and other constituents, including alumni, employer recruitment professionals, and other law school career services professionals.

A J.D. and post-graduate law practice experience is required. Law school or higher education administration experience and knowledge of legal hiring practices are preferred. This role calls for a professional demeanor, as well as excellent interpersonal, oral and written communication, advising, organizational, and administrative skills. Attention to detail, the ability to plan and meet deadlines, as well as the ability to manage multiple constituents and tasks simultaneously are essential. Some evening and occasional weekend work, as well as some local and out-of-state travel will be required.

To Apply: Email a cover letter and resume to Assistant Dean Janet Hutchinson at

janet.hutchinson@emory.edu and apply online at https://sjobs.brassring.com/1033/ASP/TG/cim_home.asp?partnerid=25066&siteid=5043 to position "23069BR."

Posted: 12/06/11. Job Listing #192.

Florida Coastal School of Law – (alumni)
Jacksonville, FL

Florida Coastal School of Law (FCSL) is seeking candidates for the position of **Career Services Counselor for Outreach**. Coastal Law offers a dynamic, professional, and collegial work environment for employees in addition to state of the art facilities, cutting edge technology, and a competitive and comprehensive compensation and benefits package.

The primary role of the Career Services Counselor for Outreach is to provide instruction, orientation, and high level career counseling to the law school's students and alumni in the areas of resume and cover letter preparation, interviewing skills, and career planning in addition to overseeing the law school's participation in external job fairs that pertain to his/her assigned area of outreach. This position reports to the Director of Career Services.

Regular duties and responsibilities include, but are not limited to:

- Comprehensive student and alumni counseling.
- Becoming the CSD's expert in an assigned area of practice and developing business in that area. Includes attendance at job fairs and professional meetings as appropriate and visiting potential employers to market the law school.
- Developing and delivering presentations and workshops for students and other CSD counselors (this includes covering material in particular area of expertise).
- Interfacing with other departments in the organization including academics.
- Performing other related duties as assigned by Director (e.g. statistical data collection; developing a blog; creating a business development plan, etc.).

Education & Experience Requirements:

- Juris Doctorate degree required
- One to two years practice experience required in a law firm or other type of legal employment
- One to two years of counseling/recruiting experience in a law school, college or university or professional services firm; experience in a legal environment highly preferred

Job Knowledge, Skills & Abilities:

- Knowledge of the legal hiring process essential, especially as it pertains to law clerks and first year associates.
- Ability to network, develop business and successfully interface with senior practitioners especially lawyers charged with hiring new attorneys.
- Ability to work evenings, weekends and additional hours as needed.
- Excellent interpersonal, management, and communication skills required.
- Self starter with high level service orientation, ability to work interdependently and maintain confidential information.
- Must relate well to students and have strong interpersonal skills – ability to communicate professionally through both verbal and written means.
- Ability to work as a team player - collaboratively and collegially with faculty, staff, students, and administrators from diverse backgrounds.
- Working knowledge of MS Office Suite, especially Excel and Power Point. Knowledge of databases is essential along with the ability to adapt to new systems.
- Excellent organizational skills, with strong attention to detail, to manage multiple priorities under tight deadlines.
- Ability and desire to comprehend and work for the Florida Coastal School of Law's unique philosophy, strategic plan, goals, and doctrine.

To Apply: Email cover letter and resume to HR@fcsl.edu

Posted: 01/23/12. Job Listing #014.

University of Iowa College of Law – (alumni)

Associate Director of Career Services

The University of Iowa College of Law invites applications for an Associate Director of Career Services. This is a full-time, administrative staff appointment starting on or about May 15, 2012. Salary is commensurate with experience.

The Iowa College of Law is one of the nation's best public law schools, located in a major national research university. Iowa City is a vibrant and welcoming community with rich cultural and business opportunities, Big Ten athletic events and good public schools. The Associate Director will join the career services team and other administrative staff to provide students and alumni with a full range of comprehensive, state-of-the-art career and placement services.

A graduate or professional degree or the equivalent combination of education and experience is required; a Juris Doctor degree is preferred. Other required qualifications include a minimum of three years relevant professional work experience; excellent written and oral communication skills; detail oriented; demonstrated creativity in the workplace; ability to travel and to work effectively with colleagues; ability to counsel and advise individuals from diverse backgrounds; a genuine interest in helping students and alumni to explore careers and in guiding them through job searches; and demonstrated experience promoting a diverse workforce/academic environment. Prior experience in career counseling or recruitment is a desirable qualification.

Further information about the position can be found at <http://jobs.uiowa.edu>, (refer to requisition number 60392). A plain text cover letter and three professional references must be filled out online during the application process, and a resume must be uploaded. Review of applications will begin as they are received and will continue until the position is filled. Questions may be directed to Assoc. Dean Linda McGuire, linda-mcguire@uiowa.edu or 319/335-9755. The University of Iowa is an equal opportunity/affirmative action employer. Women and minorities are strongly encouraged to apply for this position.

Posted: 01/23/12. Job Listing #017.

New York University School of Law – (alumni)

New York, NY

The Office of Career Services at NYU School of Law seeks an assistant director to provide career counseling and educational programming to J.D. students.

The assistant director coaches students on resume preparation, cover letters and related correspondence, interviewing and overall job search strategy. S/he coordinates several large-scale events/programs including the annual Career Educational Fair, Summer Practice Interview Programs, NYC Bar Association Diversity Scholarship selection, the AnBryce Scholar Summer Associate Program, Faculty Summer Research Assistant selection process, and panels in conjunction with student groups. The assistant director develops and conducts varied presentations including job search and interview workshops, Strike-A-Match (employer selection), scholarship orientation sessions, as well as oversees the content and accuracy of the weekly Career Docket and job postings. S/he serves as the primary liaison between the Office of Career Services, NYU's diverse student population and employer diversity directors. As such, s/he maintains strong relationships with diverse alumni to facilitate networking and participates on the NYCBA Recruitment and Retention Committee.

In order to accomplish the goals of this position, the assistant director must demonstrate broad skills including event planning, data analysis, writing/editing, and public speaking and should enjoy developing mastery of the employment market. The ideal candidate can juggle multiple projects, organize highly detailed programs, jump-start stalled job searches, anticipate student

and overall office needs and buoy spirits with constructive solutions during challenging economic times.

The Office of Career Services is a hardworking team of 14 professionals comprised of five FT counselors, two PT counselors, one recruiting/marketing administrator, and six support staff members. We enjoy collaborating on career education programs and seek a dedicated and spirited colleague to join our dynamic team. NYU Law graduates who have worked in law school administration or served on their employer hiring committees/summer programs, seek a long-term career in law school administration, enjoy expanding and tapping their networks, and are committed to a goal of 100% employment, are encouraged to apply. Send your resume, references and a thoughtful cover letter to Wendy Siegel, Director, Recruiting and Marketing, Office of Career Services at wendy.siegel@nyu.edu by Friday, October 28, 2011. Candidates must also register and apply through the central NYU website in order to be considered by our office.

<https://www.nyucareers.com/applicants/jsp/shared/frameset/Frameset.jsp?time=1319141924822>

Posted: 11/01/11. Job Listing #173.

St. John's University School of Law – (alumni)
Queens, NY

St. John's University School of Law is seeking candidates for the position of Associate Director of Career Development & Coordinator of the Externship Program . Applicants must apply through our website: <http://www.stjohns.edu/faculty/hr/recruitment/positions.stj>.

Posted: 01/23/12. Job Listing #022.

SUNY at Buffalo Law School – (alumni)
Buffalo, NY

Assistant Director for Career Services, SUNY at Buffalo Law School

The University at Buffalo is entering a period of great promise and momentum. The institution is guided by UB 2020, a visionary plan to grow UB in size and stature and leverage its strategic strengths to become a nationally ranked, model 21st-century university.

Since its founding in 1887, the University at Buffalo Law School – the State University of New York system's only law school – has established an excellent reputation and is widely regarded as a leader in legal education. A special emphasis on interdisciplinary studies, public service, and opportunities for hands-on clinical education makes UB Law unique among the nation's premier public law schools.

The University at Buffalo Law School invites applications for the position of Assistant Director of the Career Services Office. The assistant director will join the career services team at the law school and will be tasked with providing career counseling,

data collection, educational programming and event planning.

The ideal candidate will possess a Bachelor's degree (JD or other advanced degree preferred). Work experience in a career services, higher education and/ or a legal setting would be ideal. In addition, this key role requires strong skills in the areas of organization, statistical analysis, social media networking, public speaking, and interpersonal relations. Some evenings and weekends may be required. This job also requires a healthy sense of humor.

For required qualifications, more information and to apply for this position, please visit: www.ubjobs.buffalo.edu, click on "search jobs" on the left column, and search for posting number 1100645.

Posted: 11/01/11. Job Listing #171.

University of Minnesota Law School – (alumni)

290 Walter F. Mondale Hall
229 19th Avenue South
Minneapolis, MN 55455

Emory Law seeks an energetic, self-starter for the position of Associate Director of Career Services. The Associate Director reports to the Assistant Dean for Career Services and supports key functions of the office, including: advising students on all aspects of the career development process; developing and implementing legal practice and professional development programs that support student employment search efforts; administering regional recruitment programs; drafting and editing career-related materials, including newsletters, guides, and other supplements; and building and maintaining strong relationships with student organizations and other constituents, including alumni, employer recruitment professionals, and other law school career services professionals.

A J.D. and post-graduate law practice experience is required. Law school or higher education administration experience and knowledge of legal hiring practices are preferred. This role calls for a professional demeanor, as well as excellent interpersonal, oral and written communication, advising, organizational, and administrative skills. Attention to detail, the ability to plan and meet deadlines, as well as the ability to manage multiple constituents and tasks simultaneously are essential. Some evening and occasional weekend work, as well as some local and out-of-state travel will be required.

To Apply: Email a cover letter and resume to Assistant Dean Janet Hutchinson at janet.hutchinson@emory.edu and apply online at https://sjobs.brassring.com/1033/ASP/TG/cim_home.asp?partnerid=25066&siteid=5043 to position "23069BR."

Posted: 12/06/11. Job Listing #193.

UNC School of Law – (alumni)
Chapel Hill, NC

The Career Services Office (CSO) at the University of North Carolina School of Law seeks an eighty percent-time (i.e., approximately 32 hours per week; working 4 days per week) Career Counselor who reports to the Assistant Dean for Career Services and is primarily responsible for providing career advising to students and alumni interested in positions in federal, state, and local government, as well as planning and promoting CSO events, programs, and seminars.

In terms of benefits, the position is considered full-time and provides full health benefits and prorated leave earnings.

Applicants must have 1) a Juris Doctor from an accredited law school and two years of professional experience OR an advanced degree in an appropriate discipline and substantial experience in a career services office, government agency, or nonprofit organization, and 2) excellent writing, administrative, and interpersonal skills. Preferred qualifications include experience in an area of law related to public service, familiarity with government career opportunities (both summer and permanent), familiarity with the North Carolina legal market, experience in advising students, and familiarity with the academic program at the UNC School of Law.

Review of applications will begin immediately, and the position is open until filled. **To apply, please upload a resume and cover letter to jobs.unc.edu/2502170.** All questions should be directed to Brian Lewis, Assistant Dean for Career Services, by email at Brian-Lewis@unc.edu (no phone calls, please). For more information about UNC School of Law, please visit our website at www.law.unc.edu. The University of North Carolina at Chapel Hill is an Equal Opportunity Employer.

Posted: 12/01/11. Job Listing #189.

University of San Francisco School of Law – (alumni)
San Francisco, CA

Program Assistant V (Recruiting Coordinator) Office of Career Planning, University of San Francisco School of Law

The Program Assistant V manages all recruiting activities at the School of Law and works closely with the staff of the Office of Career Planning (OCP) to support career counseling services and coordinate programming for current law students and alumni. Acts as a liaison between the School of Law, the University, and outside agencies (e.g., vendors, law firms, non-profit organizations, government agencies, etc.), and interfaces with recruiting staff, hiring partners, and other members of the legal community involved in the recruiting and hiring process. Collects and maintains confidential student, alumni and employer information and explains OCP, School of Law, University, American Association of Law Schools (AALS), and

National Association of Law Placement (NALP) policies when necessary. Collects and maintains essential OCP data including: student, alumni and employer information; monthly/semester/yearly data for all OCP activity; outcome/yield data for all School of Law recruiting activity including fall and spring on campus interviews, resume collections, and job fairs (including Public Interest/Public Sector Career Day and other career fairs at which School of Law students are present). Administers yearly graduate employment survey and processes responses. Collects and assembles other data and information required for reporting to National Association of Law Placement (NALP), American Bar Association (ABA), and other organizations as needed. Hires, supervises and trains 3-6 student assistants and trains and directs the work of junior level staff. May establish and maintain departmental information on web pages, perform desktop publishing, and create and develop visual presentations. Monitors selected budget items for OCP budget and maintains financial records for department expenditures and events.

Preferred Qualifications: BA/BS; training or experience equivalent to five years of increasingly responsible work experience as an office manager, administrative assistant or recruiting coordinator, preferably in an academic or legal environment; familiarity with legal recruiting processes and timelines; ability to work with a minimum level of supervision; previous supervisory experience; ability to independently analyze, recommend and implement new/changes to office procedures; advanced experience working with computer database systems, word processing and spreadsheet software; previous experience working with recruiting databases, Symplicity, Banner, and Microsoft Office Suite; customer service and team oriented.

To see the online posting and apply go to: <https://www.usfjobs.com/postings/5969>

Posted: 12/01/11. Job Listing #186.

Valparaiso University School of Law – (alumni)
Valparaiso, IN

Position 1: Assistant Director for Alumni Engagement

The Assistant Director, Alumni Engagement, - Career Planning Center at the School of Law is an integral member of the Career Planning management team developing and administering programs to strengthen the relationship between Alumni and the School of Law community (locally, nationally, and internationally). The Assistant Director will establish and implement programs that involve students, faculty, staff, employers and Alumni that include the Alumni Mentor program, Distinguished Alumni Lunches, Monthly CPC Presentations, Receptions, and more. The Assistant Director will also assist CPC and OIA with management of the School of Law Alumni Boards including but not limited to Alumni Council, Regional Alumni Councils and other School of Law Alumni boards/groups.

Responsibilities include:

- Developing and managing the alumni relations program

- Developing, managing, and marketing the alumni mentor program
- Collaborating with faculty, staff, student, employers, and alumni
- Assisting with data collection and maintenance of databases
- Representing the Career Planning Center and Valparaiso University Law School at various (internal and external) events and activities
- Managing and maintaining office administrative responsibilities such as special projects, monthly reports, etc.

Qualifications:

- Bachelor's degree in relevant field is required
- J.D. degree from an A.B.A. accredited law school or M.B.A. is preferred
- 2 years related experience is preferred
- Demonstrated proficiency with presentation programs, spreadsheets and data bases
- Excellent verbal, written, and interpersonal communication skills
- Experience with event planning and social media marketing preferred
- Effective use of planning, organizational, and project management skills with attention to detail and follow through
- Demonstrated commitment to cultural diversity and the ability to work with individuals or groups from diverse backgrounds

Position 2: Assistant Director - Career Advising (Public Interest)

The Assistant Director of Career Planning (Government, Non-Profit and Pro Bono) at Valparaiso University Law School is an integral member of the Career Planning management team assisting students and alumni in making satisfying and informed career decisions, setting realistic goals, and creating opportunities to meet those goals. Reporting to the Director of Career Advising, the Assistant Director remains current on developing trends and technologies within the employment markets, specifically Government, Non-Profit and Pro Bono. Additionally, the Assistant Director must remain current on educational trends in the same arenas.

Responsibilities include:

- Build strong relationships with and advise students in all aspects of their employment searches (cover letters, resumes, interview preparation) as well as targeting employers and identifying appropriate and effective employment search resources
- Administer Summer Public Interest Stipend and Loan Repayment Assistance Programs
- Work with Directors to coordinate Pro Bono Program and ABA Minority Judicial Clerkship Program
- Communicate, conduct outreach and follow-up with all Valparaiso University Law School student and alumni
- Remain current on developing trends and technologies within the employment markets, specifically Government, Non-Profit and Pro Bono
- Remain current on educational trends in the same arenas
- Assist with management of recruitment technology

- Assist with data collection and maintain databases
- Establish and maintain partnerships with Valparaiso University Law School student organizations
- Establish and maintain faculty contacts in each of the academic disciplines within Valparaiso University Law School in coordination with other team members
- Represent the Career Planning Center and Valparaiso University Law School at various (internal and external) events and activities
- Manage and maintain office administrative responsibilities such as special projects, monthly reports, etc.

Qualifications:

- Bachelor's degree in relevant field is required
- J.D. degree from an A.B.A. accredited law school or M.B.A. is preferred
- 3 – 5 years progressive responsibility in student advising and programming experience
- Demonstrated experience with career assessments (Strong and MBTI) and knowledge of student development/career theory strongly preferred
- Demonstrated proficiency with career-related software programs, presentation programs, spreadsheets and databases is strongly preferred
- Excellent verbal, written, and interpersonal communication skills
- Effective use of planning, organizational, and project management skills with attention to detail and follow through
- Demonstrated commitment to cultural diversity and the ability to work with individuals or groups from diverse backgrounds

Application process for both positions:

The search will remain open until the position is filled. Please submit an electronic cover letter, résumé, and references to: [**Human.Resources@valpo.edu**](mailto:Human.Resources@valpo.edu)

Posted: 11/01/11. Job Listing #172.

Yale Law School – (alumni)
New Haven, CT

Associate Director, Career Development Office
Yale Law School (New Haven, CT)

The Associate Director will provide a comprehensive program of career services for Yale Law School alumni on all aspects of professional opportunities, including private sector, public interest, government, and academic placements, as well as clerkship and fellowship opportunities. In cooperation with management team of CDO, the Associate Director will also

provide comprehensive support, including counseling, programs and resources, for over 600 J.D. and LL.M. students focusing particularly on business, nontraditional and academic careers. The Associate Director will report to the Executive Director of the Career Development Office.

Responsibilities include: developing contacts with graduates to facilitate mentoring, programs and career assistance; establishing contacts with regional, national, and international employers to assess job opportunities for alumni and students, and to foster professional development opportunities; creating and presenting programs on the job search process to educate alumni, JD students and LL.M. students; collaborating with constituencies within YLS, including Faculty, Departments, Committees and Centers, to assess and promote professional opportunities and programs; collaborating with other departments within Yale University to further the career advancement of alumni and students; researching and writing professional on-line and print publications, resource guides and reports; supervising CDO staff to enhance alumni resources such as the alumni mentoring network and alumni career surveys and student resources as needed; and implementing technology to enhance programs, counseling, outreach and collection/retention of information.

Qualifications: J.D. and minimum 5 years relevant legal, legal education, or legal recruiting experience required. Career Services experience preferred. Ability to work effectively with a wide range of people, to counsel alumni and law students regarding their career development, and to design and implement effective programs. Superior interpersonal, written and verbal communication, group presentation, and organizational skills. Interested candidates should submit applications by accessing the following site: <http://www.yale.edu/hronline/stars/application/external/index.html> (search for job number 14393BR). Additionally, please email your resume to Kelly Voight, Executive Director of the Career Development Office at kelly.voight@yale.edu. Yale University is an affirmative action/equal opportunity employer.

Posted: 11/01/11. Job Listing #169.

MISCELLANEOUS

Carolina Intermediaries – (recent graduates/alumni)

164 Market Street, Suite 307
Charleston, SC 29401

For Sale in Upstate:

Very reputable and very profitable Upstate partnership specializing in criminal defense, family law and general practice. Client base is sufficient to sustain 2 purchasing attorneys. Attorneys are considering retiring but are willing to remain for a period of time to mentor, etc. Attorneys will consider owner-financing with an upfront payment. Strong preference for purchasers with several years of experience in criminal defense and/or family law.

Please provide resume(s) to Carolina Intermediaries, 164 Market Street, STE 307, Charleston, S.C. 29402, Info@carolinaintermediaries.com or telephone 843-367-3265.

Posted: 01/10/12. Job Listing #007.

Carolina Intermediaries – (recent graduates/alumni)

164 Market Street, Suite 307
Charleston, SC 29401

Ongoing Solo Real Estate Practice In Upstate:

Owner has built practice for over 35 years. He will sell immediately or is willing to continue in practice and mentor and finance the sale over 3 years while purchasing attorney builds equity interest.

For Sale:

Very well-established and profitable solo law practice on the South Carolina coast. The firm specializes in condominium regime and home owner association business litigation and counseling; the practice also includes estate planning and probate court practice. The firm has been in existence for over 30 years and enjoys an excellent reputation in the community. The staff consists of 3 very experienced and loyal paralegals. The firm is located in an upscale office park, and the offices are very professionally upfitted. Owner is retiring but will be available throughout the transition and thereafter for mentoring; in addition, Owner is willing to finance the purchase. The availability of this firm is an excellent opportunity for a serious, mature attorney looking for a secure and established solo practice.

Midlands Solo Practice:

Midlands solo practice with outstanding local and statewide reputation. Owner plans to retire and would like to turn over practice to attorney who will continue to provide specialized legal services and will grow the firm. Majority of practice is providing legal services to municipalities, counties, special purpose districts, regulated and non-regulated utilities, and other public bodies.

Secondary area of practice of the firm is business law-related. Owner will continue to practice and will mentor new attorney and provide primary owner-financing over 3-4 year period.

Email C. Roland Jones at Info@CarolinaIntermediaries.Com or **mail** resume. You may also **telephone** (843-560-9791) for details. Visit website: www.CarolinaIntermediaries.com

Posted: 09/15/11. Job Listing #152.

Christopher P. Biering – (recent graduates/alumni)

Attorney at Law, P.C.

116 South Railroad Avenue
Moncks Corner, SC 29461

Chris@bieringlawfirm.com

www.bieringlaw.com

Ph: 843-761-4888

Fax: 843-899-9015

Office Sharing Opportunity

OFFICE SPACE AVAILABLE IN MONCKS CORNER, SC. OFFICE LOCATED ON HIGH TRAFFIC STREET IN MONCKS CORNER. PRIVATE OFFICE, SHARED MULTIPLE CONFERENCE ROOMS, COMMON WAITING AREA. REFERRALS AVAILABLE FROM GENERAL PRACTICE CURRENTLY LOCATED AT SITE. LEASE WILL INCLUDE UTILITIES. LESSOR WILL BE REQUIRED TO MAINTAIN THEIR OWN PHONE.

Posted: 09/01/11. Job Listing #142.

Joe R. North and David E. Taylor, Attorneys

P.O. Box 21248

Columbia, SC 29221

Attention: Joe North, Esquire

OFFICE SPACE AVAILABLE INC CONFERENCE ROOM, EQUIPPED WITH FURNISHINGS AND OFFICE EQUIPMENT, REFERRALS AVAILABLE FROM ATTORNEYS ON SITE, BROAD RIVER ROAD AREA NEAR I-20 AND I-26, WILL MAKE RENT VERY REASONABLE.

PLEASE EMAIL joenorthlaw@bellsouth.net INITIALLY IF INTERESTED. WILL BE GLAD TO DISCUSS IN PERSON OR OVER PHONE THEREAFTER. GREAT OPPORTUNITY FOR NEW ATTORNEY OR ANYONE WHO MAY WANT TO SET UP PRACTICE IN AREA.

Posted: 10/01/11. Job Listing #156.

WEBSITE INFORMATION

Attorney Jobs

<http://www.attorneyjobs.com>

BarBri Bar Review

<http://www.barbri.com>

Corporate Counsel

<http://www.acca.com>

Department of Justice
<http://www.usdoj.gov>

Directories/Job Boards
<http://www.airsdirectory.com>

Earthjustice Legal Defense Fund
<http://www.earthjustice.org>

Equal Employment
<http://www.eeoc.gov>

Federal Communications Commission
<http://www.fcc.gov/jobs>

Find a Firm Profile
<http://www.lawperiscope.com>

Institute for Justice
<http://ij.org>

Martindale-Hubbel Law Directory
<http://www.martindale.com>

National Labor Relations Board
<http://www.NLRB.gov>

Ohio State Legal Services Association
<http://www.oslsa.org>

South Carolina Bar
<http://www.sctbar.org>

South Carolina State Government
<http://www.state.sc.us/jobs>

The Law Clerk Hiring Plan
<http://www.cadc.uscourts.gov>

The American Society for the Prevention of Cruelty to Animals
<http://www.aspca.org>

United States Court of Appeals for the Ninth Circuit
<http://www.ca9.uscourts.gov>

United States Office of Personnel Management
<http://www.usajobs.opm.gov>

United States Bankruptcy Court - District of South Carolina
<http://www.scb.uscourts.gov>

Wachovia
<http://wachovia.com/careers>

END OF ALUMNI JOB OPPORTUNITIES