**Columbia Law School**

**Director of Judicial Clerkships**

The Director of Judicial Clerkships will provide strategic leadership for Columbia Law School’s (CLS) Judicial Clerkships office and will report to the Associate Dean for Student Affairs Administration.  The Judicial Clerkships Office is one of the law school’s most visible offices and is an integral part of its preeminent career and professional development offerings. The office’s mandate is to educate students and recent alumni about judicial clerkships and help them explore, identify, apply for, and secure suitable clerkship opportunities at the United States Supreme Court, other federal courts, and/or state and specialized courts.

Key Responsibilities:

I. Strategic Leadership (55%)

Create and execute a strategic plan for the Judicial Clerkships Office which continues to increase interest in clerking among students and alumni, energizes faculty to actively support clerkship applications, and leverages the CLS brand to increase the number of clerkships secured by students and alumni. The plan should include the following components:

* Education
  + Innovative, in-person programming for students and alumni to (i) promote an understanding of clerkships and the role they can play in a legal career and (ii) foster engagement among students, alumni, judges, and faculty
  + Print and digital handbooks, guides, podcasts and similar resources explaining the clerkship application process and best practices for successfully navigating that process
  + Clerkship practice interview, mentoring and similar programs
  + Symposia and other large scale events
* Relationship Building
* CLS Faculty: Partner to identify potential clerkship applicants,

provide letters of reference, influence peers to support clerkships, and ascertain and strengthen connections to judges

* + Judges/clerks and court personnel: Partner to learn preferences,

new needs, application timelines, etc., and to create engagement opportunities

* Student Groups and Affinity Groups: Partner to build awareness of, and interest in, clerking, develop programming, and respond appropriately to needs
* Alumni: Partner to learn individual preferences of judges and create engagement opportunities for students
* Industry Organizations: Partner to serve as thought leaders and to represent CLS at industry conferences, bar committees, etc.
* Data Tracking, Analysis and Reporting
* Oversee the utilization of Salesforce and similar technology to track all data related to the application, processing, and securing of clerkships and use data analytics to shape clerkship advising, strategic planning, and overall office operations
  + Prepare and present periodic reports/updates for faculty and other key constituents with respect to clerkships secured, market trends, resources for students, alumni and faculty, etc.

1. Advising (30%)
   * Work closely with the Social Justice Initiatives Office, the Career Services Office, and the Office of Student Services to build a holistic clerkship advising infrastructure
   * Provide individualized advising to students and alumni interested in judicial clerkships, taking into account factors such as: their academic and personal profiles, career goals, professional networks, individual hiring practices of judges, etc.
2. Supervision (10%)

* Mentor and oversee the work of the Assistant Director of Clerkships

1. Perform other duties as required (5%)

Minimum Requirements:

1. JD plus four to five years of relevant experience in legal practice or program administration, or the equivalent combination of education and experience
2. Prior judicial clerkship experience in a federal or highest appellate state court strongly preferred
3. Ability to travel occasionally and work on some evenings

REQUIRED COMPETENCIES:

1. Comprehensive knowledge about judges and clerkships or ability to develop a strategy for obtaining same
2. Ability to exercise sound judgment and discretion in the handling of sensitive and highly confidential information
3. Excellent interpersonal skills, including the demonstrated capacity to advise and meaningfully interact with diverse, complex student and alumni bodies
4. Affinity for collaboration and ability to work well with faculty and administrators
5. Ability to leverage work experience and professional network to develop meaningful relationships with judges, court personnel, and former clerks
6. Superior oral and written communication skills, including public speaking
7. Demonstrated ability to create and execute strategic plans with minimal supervision
8. Ability to multitask and be part of a collegial team, while working under pressure and balancing competing tasks
9. Organizational and analytical skills and the ability to synthesize and meaningfully evaluate data
10. Technological and computer literacy, including familiarity with or strong interest in developing knowledge of, Symplicity, OSCAR, and Salesforce