

**Job Summary – CPM (Confidential, Professional and Managerial Employees) -- CONTRACT**

**Position Title:** Legal Career Counsellor

**Reports To:** Manager, Experiential Education & Career Development

**Job Code:** 955342

**CPM Salary Grade:** E

**Faculty/Department:** Osgoode Hall Law School – Office of Admissions and Student Services

**I. JOB PURPOSE:**

The Legal Career Counsellor (LCC) supports the Career Development Office's mission to support Osgoode Hall Law School JD students and alumni in pursuing and achieving their long-term career goals by providing a full breadth of services to students including individual career coaching, mock interviews, tailored sessions and workshops, job postings and extensive resources and reference materials. Under the general direction of the Manager, Experiential Education and Career Development, and working closely with the Assistant Dean, Students, the LCC is primarily responsible for advising and coaching students on the career management processes through individual counselling, workshops, resource development and other programs. The LCC assists in the commissioning of documents for third year law students in their licensing applications to the Law Societies as required.

**2. MAJOR DUTIES:**

**Career Counselling and Development:**

Provides consultations with students in order to assess their current career development needs and to make referrals to the appropriate Career Development programs and/or services. Provides individual career counselling sessions that focus on a wide variety of career development topics, including but not limited to self-exploration, choosing an area of practice, researching and creating career opportunities, dealing with societal expectations surrounding career choices, making decisions regarding graduate school, and developing lifelong career self-management skills. Contributes to the ongoing development of the career counselling service by updating procedures, assessing the effectiveness of the service and making recommendations for changes. Develops and facilitates curriculum for career exploration workshops, online tools and other educational projects. Researches information, tailors content for a legal audience and uses knowledge of counselling and career development theory to ensure curriculum is theoretically sound and effective. Actively and constructively participates in case consultations with counselling colleagues.

**Professional and Administrative:**

Participates in special projects as directed by the Manager Experiential Education and Career Development. This may include, but is not limited to, developing curriculum for online tools or creating and participating in customized services to targeted groups. Produces reports with statistical analysis on a monthly, annual and ad hoc basis. Supports the vision, mission, values and strategic direction of the Career Development Office and ensures their efforts contribute to the goals and objectives of the law school. Remains current and up-to-date in relation to career development theory, counselling theory, student employment issues, legal industry trends and workplace issues, and assessment tools. Assists in the commissioning of documents for third year law students in their licensing applications to the Law Societies as required.

**3. SUPERVISORY RESPONSIBILITIES:**

This position does not have any supervisory responsibility.

#### 4. PERSONAL CONTACTS:

**Type of Contact:** Assistant Dean, Students; Admissions & Student Services staff; Associate Dean (Students), JD students; legal professionals; Faculty and staff, York Security, Office of Student Community Relations, Centre for Human Rights, Counselling and Disability Services.

**Purpose:** Research, sharing information; Resources; Career counselling; academic advising; student; sharing best practices; promotion and delivery of services, ethical and legal obligations, cross-consultation, program and policy development

**Type of Contact:** Law Societies

**Purpose:** Research, sharing information; Resources; ethical and legal obligations

#### 5. DECISION MAKING:

This position is accountable for providing career counselling services to the Osgoode JD student body. The incumbent exercises discretion in advising and coaching students when providing career counselling services.

#### 6. DIRECTION RECEIVED:

Works independently and on own initiative within the law faculty under guidance from the Manager, Experiential Education & Career Development and Assistant Dean, Students.

#### 7. FINANCIAL/BUDGETARY CONTROL:

This position does not have any financial or budgetary control.

#### 8. QUALIFICATIONS:

**A. Educational Requirements:**

JD degree and call to the Bar. Experience in, or familiarity with, the legal industry in Canada.

**Please note: This position requires the candidate to produce a verification of degree(s), credential(s) or equivalencies from accredited institutions and/or international equivalents at the time of interview.**

**B. Experience Requirements:**

Three to five years of experience in facilitating job placements and/or law student recruitment and working within the legal community, non-for-profit, volunteer, and private sectors, as well as the broad public sector. Experience in the experiential education field in an academic setting is an asset. Experience in student counselling, preferably in a post-secondary environment.

**C. Skills (Specialized knowledge):**

Extensive knowledge of the legal profession and the professional considerations that are of concern to legal professionals and law students, familiarity with an academic environment. Proven analytical, decision making skills and planning ability. Exceptional communication skills. Excellent interpersonal skills including flexibility, discretion, diplomacy, tact, judgment, and integrity. Ability to work independently and collegially. A thorough understanding of the principles of career development and counselling for both JD and graduate students. Ability to effectively communicate with academic and non-academic audience.

**9. THE WORK ENVIRONMENT AND THE PHYSICAL/SENSORY DEMANDS:**

On a daily basis the role involves intensive active listening in order to understand and respond to the client effectively.

Office space and/or remote work location

Performing computer searches, researching and compiling data

Basic keyboarding

Facilitating workshops

**10. PLEASE ATTACH A CURRENT ORGANIZATIONAL CHART FOR THE AREA/DEPARTMENT.**