

## **Career Services & Alumni Outreach Coordinator**

### **Position Summary**

The Career Services & Alumni Outreach Coordinator is responsible for cultivating and strengthening relationships with alumni, internship and employment opportunities. Special care should be given to maximizing internship and/or full-time employment results, alumni outreach, social media marketing, job posting management, resume, cover letter and workshop support and maintaining the alumni and employer database. This is not a fundraising position. The Career Services & Alumni Outreach Coordinator will also assist with various administrative and clerical duties in the administration office. This is a full-time position Monday- Thursday: 12:00 p.m. - 8:30 p.m. & Fridays: Hours are flexible.

### **Minimum Qualifications**

The Career Services & Alumni Outreach Coordinator must have excellent verbal, written and cognitive skills (including public speaking), function well in a multi-task environment, meet deadlines and be comfortable working with minimal supervision. In addition, the Career Services & Alumni Outreach Coordinator must be able to communicate effectively with individuals from diverse backgrounds. Higher education experience and familiarity with WASC accreditation are preferred.

### **Physical Demands and Work Environment**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions.

While performing the duties of this position, the employee is regularly required to talk or hear. The employee frequently is required to use hands or fingers, handle or feel objects, tools, or controls. The employee is required to stand; walk; sit; and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this position include close vision, distance vision, and the ability to adjust focus. The noise level in the work environment is usually low to moderate.

### **Diversity Statement**

Lincoln Law School appreciates the importance of creating an environment which recognizes each person's unique life experience and the benefit it brings to our School. Our employees and students are diverse in not only age, gender identity, race, ethnicity,

sexual orientation, religion and disability, but also in cultural backgrounds, perspectives and viewpoints. By fostering an atmosphere of inclusion and respect for all people and their ideas, we strive to create an environment where people may achieve their personal and professional goals.

To apply for this position please send your resume to [brittney@lincolnlaw.edu](mailto:brittney@lincolnlaw.edu).