

## **SEASONAL LAW SCHOOL RECRUITER**

Temporary Employment (anticipated need from August 1, 2017 through November 30, 2017)

### **Equal Employment Opportunity**

The University of Louisville is an Equal Opportunity Employer and, in that spirit, seeks applications from a broad variety of candidates.

### **Minimum Qualifications**

A bachelor's degree is required.

### **Preferred Qualifications**

JD preferred. Preference given to graduates of the Brandeis School of Law.

The desired candidate has strong interpersonal skills and is able to communicate effectively with a wide variety of prospective students while projecting a positive view of the Brandeis School of Law.

### **Essential Duties**

- Represent the University of Louisville Brandeis School of Law at local, regional, and national law school fairs and other recruiting events\*
- Work with pre-law advisors at various colleges and universities to schedule presentations on the law admission process and provide information on the Brandeis School of Law
- Participate in on campus recruitment and yield events
- Follow up with all students encountered at various events
- Other duties may be assigned by the Assistant Dean for Admissions

\*This position requires extensive travel, including travel by car and air, and may frequently require overnight stays and weekend hours

### **Pay/Benefits**

- Full-time position at 37.5 hours per week
- Hourly rate of pay is \$15.38
- FLSA overtime non-exempt
- Eligible for health insurance through the University of Louisville
- Not eligible for paid vacation days, sick days, or holidays
- Reimbursement for travel expenses:
  - Hotel accommodations, car rental, and airfare booked through Anthony Travel and paid with university ProCard (no reimbursement required)
  - Most other travel expenses (gas, bag check fees, etc) reimbursed with receipt
  - Meals reimbursed without receipt pursuant to university per diem policy