Career Services Office
1L Orientation – Fall 2013

Day Division Students
Tuesday, September 17, 2013
Handouts

- Survey
- Orientation Packet
- 1L Passport
Today’s Agenda

• The CSO: Who We Are
• Mapping a Career Path
  – Student Profiles
  – Practice Area/Setting Resources
  – Additional Considerations
• The CSO: What We Do
• Next Steps

TURN IN YOUR SURVEY!!!
The CSO: Who We Are

Michelle Vodenik, Director

Jeanne Kraft, Assistant Dean

Barbara Clemmer, Administrative Assistant

Allison Smith, Career Advisor

Rachel Jennings, Career Advisor

Meredith Schmitt, Director
Critical Information

MUST READS

• CSO weekly email newsletter
  Week’s events and deadlines, quick reminder of what’s coming up

• CSO monthly 1L newsletter
  Job opportunities, upcoming deadlines, activities to further your job search, additional resources

• The Record
  LOTS of events, ability to plan ahead
1Ls cannot meet with Career Services until October 15th, and cannot apply for positions until December 1st; **BUT**, there is a **LOT** you can do to further your job search **right now**!
Early Deadlines

Plan to meet with your Career Advisor soon after appointments open October 15th if you’re interested in these opportunities:

• City of Chicago 2013 Mayor’s Office Fellowship Program - **November 4th**
• Public Interest Law Initiative (PILI) grant: 1L application opens **December 1**
• Midwest Public Interest Law Career Conference (MPILCC)
  – deadline to register is **December 4th**
  – deadline to upload resumes is **January 4th**
• Federal government agency positions with early deadlines
  – Government Honors & Internship Handbook in Symplicity
• Judicial Intern Opportunity Program: **due early January 2014**
• Applying with a large firm or intellectual property boutique: apply beginning December 1
Keep in mind

• You’re not married to what you do your first summer

• Geography matters
  – Practice Area
  – Employers
  – Competition

• Timing isn’t everything

• After 1L year, get practical legal experience every semester and summer
No matter what, NETWORK!

• Who do you know?
  – Alumni Advisor Network
  – Alumni Community on LinkedIn
  – Martindale.com
• Who do you want to know?
  – Alumni Advisor Network
  – Alumni Community on LinkedIn
  – Martindale.com
• Meet new people:
  – Informational Interviews
  – Networking Events
  – Bar Associations

CSO Website: Career Strategies

» Networking: http://www.kentlaw.iit.edu/career-preparation/career-services/students/career-strategies/networking

» Informational Interviews: http://www.kentlaw.iit.edu/career-preparation/career-services/students/career-strategies/informational-interviews
Judicial

• David Repking
  – 1L Summer:
    • Honorable Frank Castiglione, Circuit Court of Cook County
    • Research Assistant for Professor Schmidt
  – Fall 2013: Research Assistant for Professor Rudstein

• Jeff Kuo
  – 1L Summer: Honorable John J. Tharp Jr., U.S. District Court, Northern District of Illinois
  – Fall 2013: Honorable Lisa Ann Marino, Circuit Court of Cook County, Chancery Division
Judicial Positions

• Chicago-Kent Judicial Externships: Summer & Semester Credit
• Judicial Intern Opportunity Program
• Just the Beginning Foundation
• Symplicity postings
Government

• Kelly Koss
  – 1L Summer: Mayoral Fellow, City of Chicago, Office of the Mayor
  – Fall 2013: Mayor’s Office

• Jared Reynolds
  – 1L Summer: Cook County Public Defender
  – Fall 2013: Law Offices, Criminal Defense Clinic
Government Positions

RESOURCES:

• Government Honors & Internship Handbook – EARLY DEADLINES! Ex. Dept. of State, DC, Nov 1

• Public Interest Handbooks, 1L, 2L, & 3L

• Criminal Law Specifically:
  – Prosecution & Public Defender Handbooks in Symplicity
  – Collar Counties
  – Fall Recruiting
Government Positions

CSO Programming:

• PAST: DOJ & Federal Government Speed Networking
• Presidential Management Fellowship Program
• Public Interest Week: October 8 – 12, 2013
  – State, County & City Government Speed Networking, October 9
  – Prosecution & Public Defender, October 10
  – Explore the Possibilities: Public Interest & Pro Bono, October 12
Government Positions

EVENTS

• Meet the Public Service Employers Reception, October 29 at Loyola

• Equal Justice Works Conference & Career Fair, October 25-26, Washington D.C.

• Practice Tracks, November 14 at the Chicago Bar Association

• Midwest Public Interest Law Career Conference (MPILCC)
  – Register by December 4, 2013
  – Upload documents and bid on positions January 2014
  – MPILCC: February 1, 2014

• Government Agency Career Expo, next August at John Marshall
Government Positions

Pay, school credit, or volunteer:

• Kent Justice Foundation Funding
• Federal Work Study
• Access 2 Practice Externship Credit (Summer)
• Semester Legal Externship Credit (Fall/Spring)
• Public Interest Resource Center (PIRC) @ CK
Law Firms

Nick Bartzen
• 1L Summer: Brown, Udell, Pomerantz & Delrahim Ltd., Access to Practice Externship
• Fall 2013: Same, paid position

Paige Fox
• 1L Summer:
  – Law Offices of Marcia Lipkin
  – Center for Disability & Elder Law Help Desk Volunteer
• Fall 2013: Same
Law Firm Positions

Small & Midsize Firms

– Post positions for law clerks as they have a need
– Small firms general practice = great way to explore a variety of practice areas
– Be flexible regarding location
– NETWORK! But, guard your reputation in the community
– Evaluating opportunities: administrative duties v. substantive legal work
Law Firm Positions

Large Law Firms
- Don’t typically hire 1L students for summer
- Interested = Have documents to the firms by December 1, 2012
  - Intellectual Property Firms
  - 1L Summer Firm Diversity programs
- 2L Summer = Fall Recruiting; deadlines late spring/early summer, interview at end of August
Law Firms Positions

- Chicago Area Law Firm List – Symplicity
  - Searchable spreadsheet of firms with 4 or more attorneys in Chicago
- Martindale.com
- NALP Directory of Legal Employers
- Practice Tracks, November 14 at the Chicago Bar Association
- Paid positions
- Access to Practice Summer Externship Credit
- Semester Legal Externship Credit: Limited
Legal Aid

• Hanna Kaufman
  – 1L Summer: Chicago Legal Clinic, PILI Funding
  – Fall 2013:
    • Access to Justice Practicum: Judicial Council of California, Center for Families, Children & the Courts
    • Child Advocate, Young Center for Immigrant Children’s Rights

• Jenna Holtz
  – 1L Summer: Cabrini Green Legal Aid, Federal Work Study Funding
  – Fall 2013: Honorable Ronald Bartkowicz, Circuit Court of Cook County, Supervising Judge, Law Division
Legal Aid Positions

RESOURCES

• Public Interest Handbooks, 1L, 2L, & 3L

• CSO Programs: Public Interest Week: October 8 – 12, 2013
  – October 8: Preparing your PILI Application
  – State, County & City Government Speednetworking, October 9
  – Prosecution & Public Defender, October 10
  – Explore the Possibilities: Public Interest & Pro Bono, October 12

• Public Interest Resource Center (PIRC) @ Chicago-Kent

• PSJD.org
Legal Aid Positions

EVENTS:
• Explore The Possibilities: Public Interest & Pro Bono Opportunities Program, October 12 at C-K
• CBA YLS Pro Bono & Community Service Fair, October TBD
• Equal Justice Works Conference & Career Fair, October 25-26, Washington D.C.
• Meet the Public Service Employers Reception, October 29 at Loyola
• Practice Tracks, (Public Interest Firms) Nov. 14 at the CBA
• Midwest Public Interest Law Career Conference (MPILCC)
  – Register November 2012
  – Upload documents and bid on positions December 2012
  – MPILCC: February 2, 2013
Legal Aid Positions

• Volunteer – Starting Now!
• Access to Practice Summer Externship Credit
• Semester Legal Externship Credit (Fall/Spring)
• Public Interest Law Initiative (PILI): Applications Open **December 1st**
• Kent Justice Foundation
• Federal Work Study
• Equal Justice Works
• Equal Justice America
Corporate

• Iman Boundaoui
  – 1L Summer: Takeda Pharmaceuticals, ACC Internship
  – Fall 2013: Law Offices, Criminal Defense Clinic
Corporate Positions

• Association of Corporate Counsel Chicago Chapter – Diversity Summer Internship Program
• Other Diversity Programs
• Access 2 Practice Externships
• Semester Legal Externships
Chicago-Kent

• David Repking
  – 1L Summer:
    • Research Assistant for Professor Schmidt
    • Honorable Frank Castiglione, Circuit Court of Cook County
  – Fall 2013: Research Assistant for Professor Rudstein

• Hannah Tuber
  – 1L Summer: Law Offices, Employment Discrimination & Civil Rights Clinic
  – Fall 2013: Law Clerk, Murphy & Murphy
Chicago-Kent Positions

• Law Offices: In-house Clinics
• Research Assistant Positions
Alternative Careers

• Legislature
• Corporations
• Non-profit Organizations
• Educational Institutions
• Trade Associations
• Banking/Finance/Investment
• Consulting Firms
• Real Estate
• Communications
Additional Considerations

• Chicago-Kent Certificate Programs
• IL Supreme Court 711 License
• The Out-of-State Job Search
• Fall Recruiting
  – Large Law Firms
  – Government Agencies
  – 3L year: Cook County State’s Attorney’s Office
The CSO: What We Do

• **Career Advising**
  – Appointments beginning October 15, 2013

• **Resume, Cover Letter, and Other Document Review**
  – **MANDATORY** Resume & Cover Letter Program (must attend one session):
    • Tuesday, September 24\textsuperscript{th}, noon – 1pm, Auditorium
    • Wednesday, September 25\textsuperscript{th}, 3-4pm, Auditorium
  – Upload to Symplicity; details emailed after program

• **Networking Resources**
The CSO: What We Do

• Application Resources
  – Document preparation guides
  – Symplicity job postings
  – **Resume Books**: starting Spring Semester

• Interview Preparation
  – Strategy
  – Mock Interviews
  – Salary Questions

• Work-related Questions
The CSO: What We Do

Resources:
- CSO Website
  - Information Guides
  - Programs & Videos
  - Job Fairs

- CSO Blog, Facebook, Twitter, Pinterest

- Symplicity:
  - Now: access to Resources – Document Library
  - Additional functions detailed in October

- CSO Office
  - Videoconference & phone interviews
  - Fax/scanner/copier
  - Print materials (10th floor library)
The CSO is Here for You!

• Bring any and all questions to the CSO – we’re here to help!

• We are your partners in the job search
Professionalism

- Regardless of which career path you take, your legal, professional reputation begins NOW.
- Act in a professional, respectful manner to classmates, professors, staff and attorneys.
- Be mindful of your interactions in:
  - E-mail correspondence
  - Use of social media
  - Use of phone and voicemail
  - Personal interactions
Next Steps

• FOCUS ON YOUR CLASSES
• Attend career related programming
• Network, Network, Network!!!
  – Conduct informational interviews
  – Attend other networking events and engage with attorneys
• After next week’s program, draft resume for review & upload to Symplicity
• Meet with your assigned advisor beginning October 15th