Career Services Office
1L Orientation – Fall 2013

Evening Division Students
Tuesday, September 17, 2013
Today’s Agenda

• The CSO: Who We Are
• Gaining Practical Legal Experience
• Additional Job Search Strategies
• The CSO: What We Do
• Practice Areas/Settings: Specific Resources
• Next Steps

TURN IN YOUR SURVEY!!!

1L Passport
The CSO: Who We Are

Michelle Vodenik, Director

Jeanne Kraft, Assistant Dean

Meredith Schmitt, Director

Allison Smith, Career Advisor

Barbara Clemmer, Administrative Assistant

Rachel Jennings, Career Advisor
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
Mapping a Career Path

• Choosing Practice Areas
• Finding the Right Environment
• Picking the Best Opportunities
No matter what, NETWORK!

• Who do you know?
• Who do you want to know?
  – Alumni Advisor Network
  – Alumni Community on LinkedIn
  – Martindale.com
  – LinkedIn.com

• Meet new people:
  – Informational Interviews
  – Networking Events
  – Bar Associations

CSO Website

⇒ 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
Evening Student Panel

- Heather Collinet, Day, Class of 2015
- Philip Micha, Day, Class of 2014
- Songmei Cheng, Evening, Class of 2014
- Sarah Aagaard, Evening, Class of 2014
- Renee McKinney, Alumni, Class of 2008
Gaining Practical Experience

• Meet with your Career Advisor EARLY

• Work with your current employer
  – Legal Departments
  – Sabaaticals
  – Flexible Work Schedules
  – Work Assignments: Gaining Transferrable Skills
Gaining Practical Experience

• Opportunities at Chicago-Kent
  – The Law Offices of Chicago-Kent
  – Judicial Externship Program
  – Legal Externship Program
  – Faculty Research Assistant
  – School Administration Positions
Gaining Practical Experience

• Volunteer
  – IllinoisProBono.org
  – Chicago Kent Public Interest Resource Center (PIRC)
  – Flexible Opportunities:
    • Illinois Legal Aid Online: Live Help Operator
    • C-K Center for Access to Justice & Technology Self Help Web Center
    • Ladder Up
Gaining Practical Experience

• Making the Leap to Legal Employment
  – Now: Part-time Law Firm Work
  – Later: Planning Your Transition to the Legal Community
  • Day Division
  • Full Time Law Clerk/Paralegal Positions
Additional Job Search Strategies

• Use Your Networks
• Informational Interviews
• Bar Association Activities
• Continuing Legal Education (CLE) Classes
• Articles: Bar Journals, Legal & Non-legal Publications
Positions

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

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

Government:

• RESOURCES:
  – Government Honors & Internship Handbook – EARLY DEADLINES!
  – Criminal Law Specifically:
    • Prosecution & Public Defender Handbooks in Symplicity
    • Collar Counties
    • Fall Recruiting
Government Continued:

CSO Programming:

– PAST: DOJ & Federal Government
– 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 Continued:

• Federal Work Study
• Access 2 Practice Externship Credit
• Semester Legal Externship Credit
Positions

Government Continued:

• EVENTS
  – Meet the Public Service Employers Reception, October 29 at Loyola
  – Equal Justice Works Conference & Career Fair, October, 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
Positions

Law Firms:

• **Small & Midsize Firms**
  – Post positions for law clerks as they have a need

• **Large Law Firms**
  – DEPENDS ON GRADUATION DATE
  – Don’t typically hire 1L students for summer (IP exception: December 1 Deadline)
  – Firm Diversity programs
  – Final Summer = Fall Recruiting; deadlines late spring/early summer, interview at end of August
Positions

Law Firms Continued:

• Resources
  – Chicago Area Law Firm List – Symplicity
  – Martindale.com
  – NALP Directory of Legal Employers
  – Practice Tracks November 14 at the CBA
  – Paid positions
  – Access to Practice Summer Externship Credit
  – Semester Legal Externship Credit: Limited
Positions

Public Interest

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

• CSO Programs: Public Interest Week: October 8 – 12, 2013
  – October 8: Finding a Legal Aid position through PILI
  – 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
• PSJD.org
Public Interest Continued:

- **Events**
  - PILI Explore The Possibilities: Pro Bono & Public Interest Law Opportunities Program, October 12 at C-K
  - CBA YLS Pro Bono & Community Service Fair, October TBD
  - Meet the Public Service Employers Reception, October 29 at Loyola
  - Equal Justice Works Conference & Career Fair, October, Washington D.C.
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  - Midwest Public Interest Law Career Conference (MPILCC)
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Positions

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

• Resume, Cover Letter, and Other Document Review
  – **MANDATORY** Resume & Cover Letter Program:
    Tuesday, September 24, 6pm
  – Upload to Symplicity; details emailed after program

• Networking Resources
The CSO: What We Do

• Application Resources
  – Document preparation guides
  – Symplicity job postings
  – Resume Books

• Interview Preparation
  – Strategy
  – Mock Interviews
  – Salary Questions

• Work-related Questions
The CSO: What We Do

Resources:
• CSO Website
  – Information Guides
  – Programs & Videos
  – Alumni Advisor Network
  – Job Fairs

• 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)
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 Resume & Cover Letter program, draft resume for review & upload to Symplicity
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