

Introduction

The Office of Law Career Services is dedicated to helping you in all aspects of the job hunting process. We are committed to providing career services to all students regardless of career aspirations, grade point averages or any other criteria. Our goal is to assist you in the transition from law student to employed professional.

This student handbook is composed of information applicable to all law students seeking employment through the Office of Law Career Services or on their own. This handbook will not answer every question you may have about your job search, but it will provide you with the necessary tools to conduct a successful search. Use it as a foundation and a way to get organized because a successful job search takes organization, persistence and patience.

Non-Discrimination Policy

Ohio Northern University is committed to equal opportunity in all of its programs. It is the policy of the College of Law not to discriminate against any otherwise qualified person in employment, educational programs and privileges, admissions, placement, or any other activities or operations on the basis of race, religion, national or ethnic origin, gender, age or disability. The College of Law practices affirmative action in favor of certain groups which have historically been discriminated against in society and in the legal profession. Ohio Northern University College of Law is committed to complying with all regulations which prohibit unlawful discriminatory practices, promulgated by federal and state agencies as well as by the American Bar Association, Association of American Law School, and the National Association for Law Placement.

Services of the Office

1. Individual Counseling

Each student is encouraged to make an appointment with the Career Services Director to discuss his/her individual concerns and needs. We are ready to assist you in areas of resume writing, interview techniques, cover letter writing, job search strategies and career alternatives.

2. Alumni Network

We are continuing to build our alumni base of contacts through mailings, receptions and personal visits. We now have alumni throughout the country willing to assist students in their job search. Any alumnus/a willing to assist a student in a geographical area is added to our alumni data base. Printouts of this database are available to look through in the Career Services office.

3. Job Postings

Job announcements are posted on a new employer link called LawMatch. The OLPC (Ohio Law Placement Consortium) has set up an agreement with LawMatch to share job postings among seven of the nine Ohio law schools. In addition, our Career Services web page has the on-campus interview schedule, resume collection schedule and the Brown Bag Brief schedule. You will need to use both LawMatch and the web page to see all of the job postings.

4. On-Campus Interviews

On-campus recruiting takes place in both the fall and spring. Usually in the fall, the employers who participate are the large firms and government offices. In the spring, there are a few employers who recruit on campus but the smaller firms, prosecutors, public defenders, etc. do not recruit on campus. As a member of the Ohio Law Placement Consortium, the College of Law also participates in a variety of joint recruiting projects throughout the year and serves as a liaison for students who wish to participate in other recruiting conferences across the country.

5. Workshops, Panels, Career-Related Programs

A series of seminars is offered throughout the year on various topics of interest. In the fall, a L-2 and L-3 Convocation is offered to help students prepare for the job-search process. In addition to these programs, a Career Services orientation for first-year students is held late in the fall.

6. Newsletters

The *Alumni Bulletin* is a job posting newsletter now available on our web page through LawMatch. This service is exchanged with over 100 other law schools.

7. Reciprocity

A student may request a letter of reciprocity be sent to another law school so that he/she may use the services in that school. The guidelines for reciprocity are kept in our office because these vary depending on the school or the area. If you would like to use this service, just stop in the office.

8. Maintains Records of Student Employment

In accordance with the NALP guidelines, our office keeps employment statistics on graduates.

Ohio Northern University continues to be an active member in the Ohio Law Placement Consortium (OLPC). The combined effort of the Ohio law schools provides services and increased resources for all students enrolled in the Ohio law schools.