

EXAMPLES OF NON-TRADITIONAL JOBS FOR LAW-TRAINED PROFESSIONALS

Alternative Dispute Resolution

Arts/Media

Corporate

Education

Financial Services

Government

Fund Development (Institutional Advancement)

HR/Recruitment

Legislation/Lobbying

Non-Profit Management

ALTERNATIVE DISPUTE RESOLUTION

Mediator (Small ADR Company)

FUNCTIONS: Mediates disputes

SKILLS: negotiation, mediation, fact analysis, issues ID, ability to distinguish fact patterns, aware of risks & liabilities

QUALIFICATIONS - MINIMUM/PREFERRED: B.A. /interpersonal skills

HELPFUL BACKGROUND: Substantive training in a specific practice, government practice, mediation training

Executive Director (Non-profit mediation service)

FUNCTIONS: Oversee & administer all activities, promote services, manage & train staff, mediate & facilitate negotiations

SKILLS: Negotiation/mediation, persuasion, general legal knowledge, work independently, presentation skills, leadership and management

QUALIFICATIONS - MINIMUM/PREFERRED: Management and fundraising experience/ J.D.

HELPFUL BACKGROUND: ADR courses and clinics in law school, litigation in private practice

ARTS/MEDIA

Associate Publisher (Legal monthly newspaper)

FUNCTIONS: Promotions and PR, advertising, sales, selection of editorial features; some writing for the publications

SKILLS: Writing, issues identification, negotiation, teamwork, presentation skills

QUALIFICATIONS - MINIMUM/PREFERRED: Sales experience/ Legal network

HELPFUL BACKGROUND: Law firm practices, conference and corporate sales; communications experience

Marketing Director (Private health care provider)

FUNCTIONS: Marketing, PR to estate planning professionals, in-house education for health-care managers

SKILLS: Legal knowledge (T&E), legal terminology, risk awareness, risk management, issues identification, leadership & management

QUALIFICATIONS - MINIMUM/PREFERRED: Banking experience/ JD

HELPFUL BACKGROUND: Public finance, bank trust experience, marketing experience

Managing Director (Theatrical Production Company)

FUNCTIONS: Promotions, financial planning, writing, performing

SKILLS: Writing, risk awareness, general legal knowledge, rules and regulations, interpreting contracts, leadership & management

QUALIFICATIONS - MINIMUM/PREFERRED: Some experience in arts /tenacity, faith & confidence

HELPFUL BACKGROUND: B.A. and M.A. in theater, artist or agent experience

CORPORATE

Assistant Director (Bar Review Company)

FUNCTIONS: Personnel, sales promotion, management, administration, technology development

SKILLS: Negotiation/mediation, presentation skills, persuasion, teamwork, ability to work independently

QUALIFICATIONS - MINIMUM/PREFERRED: JD / self-motivated, excellent interpersonal skills

HELPFUL BACKGROUND: Sales experience, student rep for law-related products

International Tax Manager (Large Corporation)

FUNCTIONS: Research US and foreign tax law; coordinate transactions; advise HR on international compensation; tax planning; tax return preparation

SKILLS: Issues identification; writing ability, research skills, teamwork, ability to distinguish fact patterns, leadership skills, management experience

QUALIFICATIONS - MINIMUM/PREFERRED: 5 years international tax experience, CPA, advanced degree (JD or MS Tax or MBA)

HELPFUL BACKGROUND: CPA, law clerk in large corporate tax department, tax consulting with large accounting firm

Program Manager (Large Computer Corporation)

FUNCTIONS: Personnel and budget management; negotiate government contracts

SKILLS: Negotiation, drafting, leadership and teamwork

QUALIFICATIONS - MINIMUM/PREFERRED: B.A. & experience with a corporation / MBA

HELPFUL BACKGROUND: Coursework in financial management and planning; government contracts; contracts administration

Property Records (Department Store)

FUNCTIONS: Analyze, interpret & draft leases and operating agreements; manage finance agreements, track documents for commercial property transactions

SKILLS: Negotiation/mediation, familiarity with legal terms, general legal knowledge, research skills, writing ability

QUALIFICATIONS - MINIMUM/PREFERRED: B.A. + 3-5 years real estate experience / JD

HELPFUL BACKGROUND: Law clerk for the employer or experience at another real estate practice

Regional Sales Coordinator (Software Company)

FUNCTIONS: Sales & account management for a law-school-related product

SKILLS: Negotiation/mediation, presentation skills, persuasion, teamwork, work independently, leadership & management

QUALIFICATIONS - MINIMUM/PREFERRED: - /knowledge of law school experience

HELPFUL BACKGROUND: judicial law clerk, private practice, sales with other law-related computer company

VP Corporate Finance (Hospital)

FUNCTIONS: Capital structure management; oversee M&A; financial planning, manage joint venture investments

SKILLS: Teamwork, presentation skills, writing ability, issues identification, persuasion, leadership & management

QUALIFICATIONS - MINIMUM/PREFERRED: Business degree, 4-6 years financial experience

HELPFUL BACKGROUND: Legal corporate experience or investment banking, CPA; BS economics; MBA with emphasis in health care; lower level corporate positions with hospitals; director of corporate planning

EDUCATION

Assistant to the Dean (Public University)

FUNCTIONS: Grievance officer; faculty advocate in grievance proceedings; administrative management

SKILLS: Negotiation/mediation, fact analysis, teamwork, counseling, persuasion

QUALIFICATIONS - MINIMUM/PREFERRED: Master's degree (or JD); administrative experience, oral & written communication skills/ Political savvy, knowledge of university grievance procedures

HELPFUL BACKGROUND: Doctoral coursework

Director, Professional Development Centers & Institutes (Graduate Business School)

FUNCTIONS: Provide leadership for non-degree professional programs; develops programs, courses and outreach activities; fundraising

SKILLS: Negotiation/mediation; ability to distinguish fact patterns; issues identification; fact analysis, fundraising, leadership & management

QUALIFICATIONS - MINIMUM/PREFERRED: Advanced degree; understanding of life-long learning process, experience in various organizational settings

HELPFUL BACKGROUND: Leadership and management

Program Attorney (Continuing Legal Education Provider)

FUNCTIONS: Plan, market, budget, present CLE seminars

SKILLS: Persuasion, issues identification, presentation skills, general legal knowledge

QUALIFICATIONS - MINIMUM/PREFERRED: Some adult education experience

HELPFUL BACKGROUND: JD

Practicum Coordinator (Law School)

FUNCTIONS: Schedule and coordinate student placements; student counseling; document management; interface with faculty

SKILLS: Work independently; fact analysis; issues identification; ability to distinguish fact patterns; personal skills, leadership & management

QUALIFICATIONS - MINIMUM/PREFERRED: Computer proficiency; complex project management experience; communication & problem solving skills /knowledge of legal process & court procedures or JD

HELPFUL BACKGROUND: Administrative assistant experience; student manager of a law school clinic

FINANCIAL SERVICES

VP Financial Planning (Large Bank)

FUNCTIONS: Estate and financial planning in trusts & estates department

SKILLS: Issue identification, fact analysis, and presentation skills, work independently, interpret contracts, rules and regulations, leadership & management

QUALIFICATIONS - MINIMUM/PREFERRED: JD, financial planning experience

HELPFUL BACKGROUND: solo practice, judicial law clerking, LLM in tax, NASD registered representative

VP Financial Planning Officer (Trust Company)

FUNCTIONS: Financial planning, client presentations, create financial products, insurance underwriting and compliance, general legal knowledge

SKILLS: Issues identification, writing ability, fact analysis, work independently, general legal knowledge, leadership & management

QUALIFICATIONS - MINIMUM/PREFERRED: Insurance experience / JD or CPA

HELPFUL BACKGROUND: Life insurance underwriter, marketing department of an insurance company

Senior Vice President, Indirect Products (Large Bank)

FUNCTIONS: Sales management, product development, marketing

SKILLS: Negotiation/mediation, awareness of risks, liability, persuasion, presentation skills, leadership & management

QUALIFICATIONS - MINIMUM/PREFERRED: MBA or finance, or management experience / JD

HELPFUL BACKGROUND: Commercial loan group manager, indirect products manager

Partner (CPA Firm)

FUNCTIONS: Personnel/firm management, tax planning, business development

SKILLS: Ability to distinguish fact patterns, awareness of risk, liability, fact analysis, general legal knowledge, teamwork, leadership & management

QUALIFICATIONS - MINIMUM/PREFERRED: CPA, accounting degree / MS Tax or JD

HELPFUL BACKGROUND: Accounting degree, solo law practice, CPA

Claim Representative (Small Insurance Company)

FUNCTIONS: Case management of malpractice claims, hire defense counsel, negotiate settlements, and draft legal documents

SKILLS: General legal knowledge, negotiation/mediation, issues identification, writing ability, fact analysis

QUALIFICATIONS - MINIMUM/PREFERRED: JD or solid grasp of legal principles and proceedings

HELPFUL BACKGROUND: Personal injury paralegal, private practice in a small firm

Client Service Representative (Trust Corporation)

FUNCTIONS: Administrative review, pension planning

SKILLS: Interpret contracts, rules and regulations; general legal knowledge, familiarity with legal terms, teamwork, work independently

QUALIFICATIONS - MINIMUM/PREFERRED: JD

HELPFUL BACKGROUND: Solo practice, instructor in a community college paralegal program, MBA with emphasis in employee benefits

SR. VP, Insurance Services (Small Corporation)

FUNCTIONS: Management, legal advising, government regulations, regulatory compliance

SKILLS: Interpret contracts, rules and regulations, negotiation/mediation; presentation skills; writing ability; issue identification

QUALIFICATIONS - MINIMUM/PREFERRED: Insurance & business law classes, BA / JD, CPCU-CLU designation, experience w/insurance products & regs

HELPFUL BACKGROUND: Private practice; state department of insurance, real estate practice

VP Loan Review (Regional Bank Holding Company)

FUNCTIONS: Supervise staff, monitor loan portfolios, credit administration

SKILLS: Awareness of risk/liability; issue identification; ability to distinguish fact patterns, writing ability, fact analysis, leadership & management

QUALIFICATIONS - MINIMUM/PREFERRED: BA in business or accounting; credit experience / computer proficiency

HELPFUL BACKGROUND: MBA, commercial lending training with a bank or financial institution, credit officer, workout specialist

FUND DEVELOPMENT

Major Gifts Officer (Non-profit social service)

FUNCTIONS: Fundraising, advisor to investment committee

SKILLS: Negotiation/mediation, presentation skills, writing ability, persuasive skills, counseling, leadership & management

QUALIFICATIONS - MINIMUM/PREFERRED: Sales experience; commitment to the mission of the non-profit / Estate planning and tax experience

HELPFUL BACKGROUND: Private practice, securities license, stockbroker

Senior Gift Planner (Foundation)

FUNCTIONS: Donor gift planning, endowment building

SKILLS: Presentation skills, fact analysis, counseling, working independently; awareness of risk and liabilities

QUALIFICATIONS - MINIMUM/PREFERRED: Commitment to the mission of the supported agencies; BA in business, finance / JD

HELPFUL BACKGROUND: Non-profit volunteer experience (including fundraising), tax associate/supervisor at a CPA firm; private practice

Director of Alumni Giving and Development (University)

FUNCTIONS: Planning and coordinating alumni/ae activities, fundraising, developing planned giving campaigns

SKILLS: Writing ability, persuasive skills, presentation skills, working independently, teamwork, leadership & management

QUALIFICATIONS - MINIMUM/PREFERRED: BA / MA or JD

HELPFUL BACKGROUND: Judicial law clerk, health care contract analyst, graduate work in public administration

Director of Gift Planning (University)

FUNCTIONS: Marketing, counseling and advising, administering planned giving program

SKILLS: General legal knowledge, interpreting rules, contracts and regulations, excellent interpersonal skills

QUALIFICATIONS - MINIMUM/PREFERRED: Law degree, estate or financial planning experience

HELPFUL BACKGROUND: Earned PhD, private practice

GOVERNMENT

Director of Labor Relations (City)

FUNCTIONS: Establish strategy and negotiate agreements, representative in grievance arbitration proceedings

SKILLS: Negotiation/mediation; interpret contracts, rules & regulations; risk awareness & management, presentation skills, persuasive skills; supervisory skills

QUALIFICATIONS - MINIMUM/PREFERRED: Management advocate / labor contract negotiation experience

HELPFUL BACKGROUND: Intermediary for a national labor organization; labor mediator (corporate, state or county)

Executive Director (Legislative Commission)

FUNCTIONS: Advocacy, research, legislative affairs

SKILLS: (none provided)

QUALIFICATIONS - MINIMUM/PREFERRED: (none provided)

HELPFUL BACKGROUND: Political activity, community organizing, legal services advocacy

Advisor/Writer (Federal Appeals Office)

FUNCTIONS: Advise judicial officers and write decisions on outcomes relating to disability appeals

SKILLS: Fact analysis; writing ability; working independently, persuasion, general legal knowledge, time management skills

QUALIFICATIONS - MINIMUM/PREFERRED: Paralegal training / JD

HELPFUL BACKGROUND: Disability casework while clerking for a Magistrate; disability insurance experience

Program Consultant (State social services agency)

FUNCTIONS: Policy and program development, contract administration/negotiation, training

SKILLS: Writing; issue identification; interpret contract, rules & regulations; teamwork, presentation skills

QUALIFICATIONS - MINIMUM/PREFERRED: BSW or MSW, communication skills, training experience / JD

HELPFUL BACKGROUND: BSW, *guardian ad litem* training, trial advocacy experience

Financial Officer (State)

FUNCTIONS: Oversee expenditure of and accountability for public funds

SKILLS: Negotiation, mediation, presentation skills, teamwork, issues identification, financial management, leadership & management

QUALIFICATIONS - MINIMUM/PREFERRED: (none stated)

HELPFUL BACKGROUND: City attorney, private legal practice, CPA

Affirmative Action Director (City government)

FUNCTIONS: Management training in EEO law and diversity issues; develop programs to recruit/retain diverse employees; assist dispute resolution

SKILLS: Counseling, persuasion, presentation skills, issue identification, ability to distinguish fact patterns, leadership & management

QUALIFICATIONS - MINIMUM/PREFERRED: Human rights administration; HR experience, industrial relations / employment law

HELPFUL BACKGROUND: EEO offices for state department; BA with business law emphasis

Director, Child Support Enforcement (Division of a state agency)

FUNCTIONS: Program and budget management; long-term planning; interface with state, federal and county efforts; supervise a large staff

SKILLS: Issues identification; presentation skills, risk awareness and management; work independently; supervise

QUALIFICATIONS - MINIMUM/PREFERRED: Ability to formulate public policy; work with diverse constituencies / management experience, legal knowledge, child support enforcement

HELPFUL BACKGROUND: Community organizing; counsel for state legislative committee, children's advocacy agency

Court Administrator (State appellate court)

FUNCTIONS: Supervision, management, carry out directions and implement policy made by the legislature and Supreme Court

SKILLS: Supervision, interpersonal skills, negotiation/mediation, project management

QUALIFICATIONS - MINIMUM/PREFERRED: BA / JD management experience

HELPFUL BACKGROUND: Legal practice, graduate degree, teaching experience

HR/RECRUITMENT

Search Consultant (Professional recruitment agency)

FUNCTIONS: Client and business development

SKILLS: Negotiation/mediation, working independently, persuasion, counseling, leadership, familiarity with legal terminology and all aspects of law practice

QUALIFICATIONS - MINIMUM/PREFERRED: Paralegal or JD training / Legal practice experience

HELPFUL BACKGROUND: Significant number of years of legal practice; close connections to the local legal community

Owner, President (Legal Placement Agency)

FUNCTIONS: Management, financial operations, marketing and sales, strategic planning, supervision

SKILLS: Persuasion, general legal knowledge, counseling, issues identification, leadership & management

QUALIFICATIONS - MINIMUM/PREFERRED: Entrepreneurial vision

HELPFUL BACKGROUND: Law firm or other legal practice; human resources experience

Page 7

Placement Director (Legal Staffing Agency)

FUNCTIONS: Sales, marketing, recruitment

SKILLS: Negotiation/mediation, presentation, general legal knowledge, counseling, leadership & management

QUALIFICATIONS - MINIMUM/PREFERRED: Genuine enthusiasm for lawyers and law students; entrepreneurial & communication skills, sales & marketing experience / JD, legal experience

HELPFUL BACKGROUND: Owned and operated a small business, law firm experience

Career Services Director (Law School)

FUNCTIONS: Manage career development program for students & alumni; outreach to employers; communication with faculty and staff

SKILLS: Ability to multi-task; negotiation/counseling; oral and written communication skills; high level of comfort with technology in the recruitment process

QUALIFICATIONS - MINIMUM/PREFERRED: Genuine enthusiasm for law students and lawyers; JD or MS Counseling / law practice, legal staffing or counseling experience

HELPFUL BACKGROUND: Law Practice (public or private); significant counseling experience

Recruitment Manager (Large National Law Firm)

FUNCTIONS: Training, marketing, recruitment, create & manage summer associate program; create and manage professional development (skills) training program

SKILLS: Vision, teamwork, supervisory experience; budget management; presentation, written and oral communication skills; high level of comfort with the technological side of recruiting, leadership & management from the middle

QUALIFICATIONS - MINIMUM/PREFERRED: B.A. / JD with practice experience

HELPFUL BACKGROUND: Legal practice, law school career services; bar association administration

Manager, Employee Relations (Large Corporation)

FUNCTIONS: Mediation, arbitration, negotiate/resolve discrimination and harassment cases; develop training programs

SKILLS: Negotiation/mediation; issue identification; fact analysis; distinguish fact patterns; counseling; management, leadership

QUALIFICATIONS - MINIMUM/PREFERRED: 7+ years leadership experience; excellent judgment, strong interpersonal skills / MAIR, human resources exp.

HELPFUL BACKGROUND: MBA; mediation training; other non-legal positions with corporate employers

President (Management & Career Consulting Firm)

FUNCTIONS: Small business management; career counseling; employee training, marketing training

SKILLS: leadership, management, budgeting, strategic planning

QUALIFICATIONS - MINIMUM/PREFERRED: Small business experience, counseling, marketing / JD and legal network

HELPFUL BACKGROUND: Legal practice, solo practice, counseling training, extensive human rights advocacy, extensive professional associate development; deep knowledge of law as a business

LEGISLATION/LOBBYING

Government Relations Assistant (Foundations' Association)

FUNCTIONS: Monitor federal legislation; write column and newsletter; organize lobbying and networking activities; advise regarding government and law-related activities

SKILLS: Understanding of legislative process; writing ability; strong analytical and advocacy skills, leadership & management

QUALIFICATIONS - MINIMUM/PREFERRED: Hill experience (even as an intern) / JD or public policy degree or training

HELPFUL BACKGROUND: Attorney for a nonprofit; solo practice; agency experience

Lobbyist (Lobbying Corporation)

FUNCTIONS: Represent corporate clients at state legislature

SKILLS: Teamwork, persuasion; general legal knowledge, presentation skills; issues identification

QUALIFICATIONS - MINIMUM/PREFERRED: BA with legislative experience (even as an intern) / JD or public policy degree or training

HELPFUL BACKGROUND: Political science major; staff member for elected representative

Director of Public Affairs (State Bar Association)

FUNCTIONS: Develop and administer programs; fundraising; coordinate legislative agenda

SKILLS: Work independently; writing ability; issues identification; presentation skills; teamwork

QUALIFICATIONS - MINIMUM/PREFERRED: Fundraising background; knowledge of legislative process, experience managing volunteers / JD

HELPFUL BACKGROUND: Assistant director of organizational development and training; legal education and mock trial coordinator

NON-PROFIT MANAGEMENT

Director, National training Project (Resource association for child care providers)

FUNCTIONS: Advise/educate child care providers on tax preparation and business issues

SKILLS: Presentation, writing, persuasion, counseling, ability to work independently, leadership & management

QUALIFICATIONS - MINIMUM/PREFERRED: Broad knowledge of tax law, writing and speaking skills / JD

HELPFUL BACKGROUND: Advocacy experience

Executive Director (Conservation Agency)

FUNCTIONS: Management; administration; fundraising

SKILLS: Negotiation/Mediation; writing ability; issue identification; general legal knowledge; presentation skills, leadership & management

QUALIFICATIONS - MINIMUM/PREFERRED: Land transaction experience; communication skills / fundraising experience; organizational skills; JD

HELPFUL BACKGROUND: Title insurance experience; private law practice

VP Community Relations (Philanthropic Organization)

FUNCTIONS: Work w/ corps, churches, and politicians to establish public/private partnerships; leverage investments; create strategies to improve quality of life

SKILLS: Critical/conceptual thinking; issues identification; presentation; teamwork, persuasion, leadership & management

QUALIFICATIONS - MINIMUM/PREFERRED: none listed

HELPFUL BACKGROUND: Program management; resource allocation; graduate degree in public administration (community economic development)

President (State Association of Non-Profits)

FUNCTIONS: Government relations

SKILLS: negotiation/mediation, writing ability; issue identification; fact analysis; leadership and management

QUALIFICATIONS - MINIMUM/PREFERRED: Social service management experience / government relations experience

HELPFUL BACKGROUND: Graduate degree; public administration (finance); JD; state senate staff

Project Director (National Charitable Organization)

FUNCTIONS: Liaison between health care and social service providers

SKILLS: Negotiation/mediation; presentation skills; fact analysis; leadership and management

QUALIFICATIONS - MINIMUM/PREFERRED: none listed

HELPFUL BACKGROUND: Master's in Public Policy; foundation fellowship; non-profit board service; private practice – estate planning

Director, Special Funds (Professional attorney association)

FUNCTIONS: Implement and staff policy oriented projects; administrative support for task forces and committees

SKILLS: Presentation; issues identification; teamwork; persuasion

QUALIFICATIONS - MINIMUM/PREFERRED: JD

HELPFUL BACKGROUND: Legal practice, staff support for Supreme Court task force; lobbyist for social services agency

ADDITIONAL JOB TITLES

Academic administration

Accounting firm: litigation support

Alumni relations

Bar association management

Board of Education (staff)

City manager

CLE administrator

Consultant on dependent care

Contract administration

Court TV writer, producer staff

Environmental consultant

Financial planner

Health care administration

Jury selection consultant

Law librarian

Legal publishing (Thomson West; Lexis, others)

Risk management (insurance)

Strategic Policy Analyst

The above information was created by Joyce Laher (then Director of Career Services at Hamline Law School; now retired) and Gina Sauer (then Assistant Dean for Career Services at William Mitchell College of Law; now Director of Recruiting and Professional Development at Oppenheimer Wolff & Donnelly in Minneapolis.) and compiled by Susan Gainen of Pass the Baton, llc / 1390 Carling Drive #207, St. Paul, MN 55108 / 651-917-0219 / susan@passthebaton.biz