**Legal Career Counselor Job Description Template**

[Insert company name here] is an established and successful law firm specializing in [insert key areas of focus here]

We’re looking for a Legal Career Counselor to aid students in building future educational or career paths.

### Roles & Responsibilities

Responsibilities include, but are not limited to:

* Follows-up with all assigned prospect inquiries and student leads as appropriate by telephone, email, letters, and in-person
* Sets appointments and conducts interviews with prospective students
* Conducts site tours for students and their families
* Represents institution at public events and career fairs
* Supports the school by marketing in the community
* Accurately completes all student enrollment documents and forms
* Maintains a pleasant and professional attitude and appearance, supporting a team-oriented work environment
* Follows best practices and comply with all company policies and procedures
* Upholds the highest levels of professionalism and ethical conduct
* Attends all required team and company training and meetings
* Performs other duties, as assigned

### About you

* Juris Doctor degree from an accredited law school and good standing bar membership in any state.
* Ability and willingness to travel.
* Must be able to work evenings and weekends to attend professional meetings, receptions, and conferences outside the 40-hour workweek.
* Employment-related experience using personal computers for such things as word and data processing programs, spreadsheets, databases, and other software applications.

### What you’ll get in return

The firm offers a generous benefits package along with compensation based on experience level and client orientation.

* Competitive compensation based on experience
* Medical insurance plan
* Dental insurance plan
* Vision insurance plan
* Contribution to life insurance plan
* 401k profit sharing
* Parking reimbursement
* Social, charity, and wellness events

To apply for the role or have a confidential discussion, contact us on [insert recruiter email address] or [insert recruiter phone number]