



ALTERNATIVE CAREERS GUIDE FOR LAWYERS



CAREER DEVELOPMENT OFFICE

1311 Miller Drive
Room A-112
Coral Gables, FL 33146

Ph: 305.284.2668

Fax: 305.284.6213

Email: cdo@law.miami.edu

www.law.miami.edu/cdo



TABLE OF CONTENTS

CAREER DEVELOPMENT OFFICE LOCATION AND HOURS	3
CAREER DEVELOPMENT OFFICE ADVISORS AND STAFF	4
INTRODUCTION	6
WHAT CAN YOU DO WITH A LAW DEGREE?	7
SEARCHING FOR EMPLOYERS THROUGH JOB BOARDS	9
SEARCHING FOR EMPLOYERS THROUGH NETWORKING	15
CONCLUSION	16

Location

The Career Development Office (“CDO”) is located on the ground floor of the law school in Suite A-112.

Mailing Address

University of Miami School of Law
CDO
P.O. Box 248087
Coral Gables, Florida 33124-8087

Contact

Phone: (305) 284-2668
Fax: (305) 284-6213
Website: <http://www.law.miami.edu/cdo>
E-mail: cdo@law.miami.edu

Fall and Spring Semester Hours

Monday through Friday: 9:00 a.m. to 4:30 p.m.

Summer Hours

Monday - Friday: 9:00 a.m. to 4:30 p.m.

CDO ADVISORS & STAFF

ADVISORS

MARCY COX, ASSISTANT DEAN

Marcy received her J.D. from Boalt Hall School of Law, University of California at Berkeley. She has eight years of litigation practice experience in Los Angeles and Miami, and joined the CDO staff in 1997.

DIANE QUICK, DIRECTOR

dquick@law.miami.edu

Diane received her J.D., with a concentration in health law, from Boston University School of Law. Prior to joining the CDO in 2003, she worked at all levels of the government, including as an advisor for the United States Department of Labor.

JESSIE HOWELL, ASSOCIATE DIRECTOR & DIRECTOR OF DIVERSITY PROGRAMS

jhowell@law.miami.edu

Jessie received her J.D. from the University of Florida Levin College of Law. Prior to coming to the CDO, she was Associate Director of Career Services at St. Thomas University School of Law and Director of Career Development at the University of Florida Levin College of Law.

YAZMYNE VASQUEZ ETEROVIC, ASSOCIATE DIRECTOR/INTERNATIONAL LL.M. ADVISOR

yvasquez@law.miami.edu

Yazmyne obtained her LL.M. in American Law from Wake Forest University School of Law, and received her J.D. from San Martin de Porres University School of Law in Lima, Peru. Prior to the CDO, she worked in the attorney recruiting industry. She also has several years of international and immigration law experience.

KAREN WARREN, JUDICIAL CLERKSHIPS DIRECTOR

kwarren@law.miami.edu

Karen received her J.D. from Seton Hall University School of Law in New Jersey. Prior to joining the CDO in 2004, she was a litigation associate at McElroy, Deutsch, Mulvaney & Carpenter in Newark.

LUEVENIA STERLING, DIRECTOR OF PROFESSIONAL DEVELOPMENT/JD ADVISOR

sterling@law.miami.edu

Luevenia graduated from the University of Pennsylvania Law School, practiced commercial real estate law and is a trained life coach. Recently, she was a Career and Life Coach for a non-profit organization.

SAJANI DESAI, ASSOCIATE DIRECTOR & EXTERNSHIP PROGRAM MANAGER

sdesai@law.miami.edu

Sajani obtained her J.D. from Hofstra University School of Law. Prior to the CDO, she worked in entertainment law, specializing in the music industry. Sajani also has experience practicing family law.

M. TERESA RODRIGUEZ, ASSISTANT DIRECTOR/ALUMNI ADVISOR

trodriguez@law.miami.edu

Teresa received her J.D. from St. Thomas University School of Law in Miami, Florida. She has several years of litigation experience, both in the private and public sector, with a specific emphasis on labor and employment law.

DEBBIE ROWE-MILLWOOD - JD ADVISOR/SPECIAL ADVISOR TO JD/MBA

drowe-millwood@law.miami.edu

Debbie received her law degree from the University of Florida. She has practiced law in both the private and public sector and was also an adjunct faculty member at Florida Memorial University teaching Business Law, Business Ethics and Business Organizations and Management.

STAFF

MARIA CHISHOLM, SENIOR ADMINISTRATIVE ASSISTANT

mchisholm@law.miami.edu

Maria "Luly" Chisholm provides all administrative support and office management for the Legal Corps Program and coordinates the Spring and Fall On-Campus Interview Programs, the Professional Opportunities Program and Job Fairs.

BRENDA LOUARD, EXTERNSHIP ADMINISTRATIVE COORDINATOR

blouard@law.miami.edu

Brenda provides administrative support to the Assistant Dean and the Externship Program Manager.

A. INTRODUCTION

Occasionally, lawyers find themselves at a crossroads in their careers and they start pondering a transition into a non-legal job. Lawyers seek alternative jobs for many different reasons, either during law school, or after several years of practicing law. If you think you may be interested in pursuing an "alternative" career and utilizing your law degree for something other than the practice of law, this Guide examines some options that are available to you in the area of alternative legal careers. A law degree can be a stepping stone to a multitude of careers. However, preparation for such a change is essential. Here are some tips to consider before making the change:

1. **Self-Assessment:** The first step in successfully marketing yourself to any employer is knowing what you want to do professionally and what you have to offer an employer. Look at every part of your life including skills, interests and financial position. Rigorous self-assessment is even more critical when targeting non-legal employers who will question:

- Why are you leaving" the practice of law?
- Why shouldn't we hire someone trained in our field?
- How can we be certain that you won't go back to the law?

You will need to have coherent and articulate responses to each of these questions. A great resource for this self-assessment process is Deborah Arron's wonderful book called *What Can You Do With a Law Degree: A Lawyer's Guide to Career Nontraditional Inside, Outside and Around the Law*, Niche Press (5th ed. 2004). (Chapter 3) (The classic guide to nontraditional legal careers. Pay special attention to creating an ideal job grid). There are also several resources available on the Internet that have career assessment and personality tests such as the Keirsey Temperament Sorter (KTS II) at <http://www.keirsey.com/sorter/register.aspx>.

2. **Do the Research:** Now that you have identified a possible new "career", begin the process of discovering and researching the market. Begin by thinking about the following questions:

- What types of positions are available in the industry?
- What skills are necessary?
- Who do I know?
- How do I get experience?
- What are the average salary and benefits?
- What professional associations exist?
- Where are the jobs posted?

3. **Market Yourself and Network:** Because you have a law degree, there may be some skepticism on the part of an employer as to why a law graduate would leave the practice of law. During the hiring process, you will need to persuade an employer that you want a new career, and also convince the potential employer that your law degree and legal work experience, if applicable, bring value to the position for which you are applying. To achieve this, create a new resume. Focus on transferable skills and experience. In cover letters and interviews, be prepared to address the following issues:

- Is your legal experience related to, or valuable to, the new employer?
- Why are you interested in this industry?
- What transferable skills do you possess?
- Specifically, how do your skills work in this industry?

4. **Have Patience:** Expect a slow process, not a quick-fix career shift. Be realistic.

We hope that you will find the *Alternative Careers Guide for Lawyers* useful. If you have any questions or require further assistance with your job search, please contact CDO. All of the CDO's resources remain available to you after graduation, including the online job posting database and one-on-one counseling with advisors. We look forward to working with you and wish you success in your job search.

B. WHAT CAN YOU DO WITH A LAW DEGREE?

If you have ever wondered what you could do with your law degree beyond practicing law, here is a list of certain occupations which may be attractive to you:

I. Alternative Dispute Resolution

Arbitrator
Hearing Officer
Mediator

II. Civil Rights

Affirmative Action Officer
ADA Compliance Manager/Coordinator
Civil Rights Investigator
Equal Opportunity Compliance Specialist
Human Rights Administrator

III. Contract and Procurement

Contract Negotiator
Contract Specialist/Administrative Officer
Procurement Officer/Analyst

IV. Court Administration

Bankruptcy Administrator
Court Administrator
Court Bailiff
Estate Administrator
Probation Officer/Director

V. Criminal Justice

Bank Fraud Investigator
Criminal Investigator
Customs Inspector
Immigration Inspector
Securities Fraud Examiner
Treasury Enforcement Agent

VI. Faculty and Administration

Adjunct Faculty at a Law School
College/Community College Professor
Instructor for Bar Association-Sponsored CLE Programs
Law School Clinical Program Instructor
Law School Legal Research & Writing Professor
Law School Career Services Office Director/Administrator
Law School Alumni Relations Director (often involves fundraising)

VII. Financial Services

Pension Law Specialist
Public Finance Consultant
Securities Compliance Examiner
Trust Officer/Administrator
Venture Capitalist

VIII. Human Resources

Employee Benefit Plan Specialist
Employee Disability Programs Manager
Employee Relations Manager/Specialist
Government Benefits Director
Health Plan Member Services Coordinator
Personnel Management Specialist
Retirement System Administrator

IX. Insurance

Civil Service Retirement Claims Examiner
Claims Representative/Manager
Document Compliance Specialist
General Claims Examiner
Health Benefits Program Analyst
Health Care Policy Analyst
Health Plan Member Services Coordinator
Insurance Agent
Insurance Fraud Investigator
Loss and Damage Claims Examiner
Risk Manager

X. Labor Relations

Industrial Relations Manager/Specialist
Labor Investigator
Labor Management Relations Examiner
Labor Negotiator
Labor Relations Manager/Specialist/Analyst
Wage and Hour Law Administrator
Wage and Hour Law Compliance Specialist

XI. Legislation & Regulatory Affairs

Congressional Affairs Specialist
Governmental Affairs/Relations Positions
Legislative Analyst/Director
Legislative Representative
Lobbyist
Policy Advocate/Analyst
Regulatory Compliance Director
Regulatory Impact Analyst

XII. Publishing and Broadcasting

Legal Writer/Editor
Law Correspondent/Reporter
Legal Newspaper/Journal Publisher
Technical Legal Information Specialist

XIII. Real Estate/Housing

Housing Advocate
Housing Service Planner
Land Law Examiner/Title Examiner
Zoning Administrator

C. SEARCHING FOR EMPLOYERS THROUGH JOB BOARDS

After deciding on a career path, you will need to search for potential jobs. The following is derived from “*Alternative Careers for Lawyers: Websites of Interest*.”¹

I. General Job Search

<http://www.attorneyjobs.com/>

While the best resources on alternative jobs found on this site require a monthly fee, the rates are quite reasonable and may well be worth the investment for a few months.

www.bls.gov

U.S. Department of Labor, Bureau of Labor Statistics, maintains this extraordinarily detailed web site. Of particular interest to the alternative career seeker are descriptions of major industries and compensation data for hundreds of occupations.

www.careerjournal.com

This site, sponsored by the Wall Street Journal, features job search news, tips, discussion groups, and a database of job listings searchable by job title or description.

www.hg.org/empchange.html

Hieros Gamos Career Center maintains a special section on changing jobs and career change generally.

www.job-hunt.org

This comprehensive site contains job search tips, recent news articles, and links to tons of other resources. Search for job resources by location or industry/profession. The site has links to great general job search information. Be sure to check out The Online Job Search Guide.

www.jobhuntersbible.com

This website is intended to serve as a companion to the book “What Color is Your Parachute?” It’s a great resource – full of articles, links, tips, tools, and even fun lists (e.g., Ten Best Jobs for People who...).

<http://www.lexisnexis.com>

On the LexisNexis homepage, click on “Company Information” at the top, then “Employment” on the left side, then click on “Alternative Careers” in the box on the right to find positions with Lexis Nexis.

www.opportunityknocks.org

Look for nonprofit jobs and career opportunities on this site. Registration to receive email alerts of open positions matching your interests is free.

<http://online.onetcenter.org/>

This is an interactive database of occupational information. Conduct a skills search to find jobs that match your skills or find information (nationally and by state) on particular occupations.

www.rileyguide.com

This is a well-known guide to online job search articles and resources.

www.vault.com

This is a comprehensive job search site, which provides job listings, as well as company-specific message boards. Vault produces various career guides for law students and other professionals.

www.wetfeet.com

This is a great general job search resource providing career research information as well as job search resources. Check out company, career, or industry profiles to learn more about the job options that are available.

¹ Based on information prepared by NALP Alternative Careers Committee, Updated by NALP, November 2013.

II. Business

www.cfainstitute.org

The CFA Institute provides education for investment managers and analysts, as well as promotes high professional standards.

www.amanet.org

Maintained by the American Management Association, this site offers a full range of management development and educational services for business professionals.

www.amcf.org

The Association of Management Consulting Firms is an international association of firms engaged in the practice of consulting to management.

www.apics.org

The American Production and Inventory Control Society is the source of expertise in resource management for manufacturing and service industries. Registration is required for job bank access.

www.astd.org

The American Society for Training & Development is a leading professional organization and resource for workplace training and performance issues. A job bank is included on the web site.

www.imcusa.org

The Institute of Management Consultants USA is a national professional association representing management consultants. It awards the CMC (Certified Management Consultant) certification mark.

www.managementconsultingnews.com

This web site provides subscribers a free newsletter via e-mail covering the management consulting industry.

www.marketingpower.com

One of the largest organizations for marketers, the American Marketing Association maintains this site, which provides career and salary information, as well as job bank listings.

www.shrm.org

The Society for Human Resource Management is the world's largest organization devoted to human resource management. The site provides links to resources, local chapters and job banks.

www.siaonline.com

The Securities Industry Association is an organization of 600+ securities firms, including investment banks, broker-dealers and mutual fund companies, active in all phases of corporate and public finance.

III. Court Administration

<http://www.courtinfo.ca.gov/careers>

The Judicial Council of California provides information pertaining to court administration in California.

www.judges.org

The National Judicial College (NJC) is the nation's leading judicial training and education institution.

<http://www.uscourts.gov/>

Click on "Employment," then "Employment Opportunities in the Federal Judiciary," then on the "Search for Court Positions" to find open positions within the Federal Judiciary.

<http://court.careerlink.com>

The National Center for State Courts created this site as a gathering place for job seekers to browse open court positions. [Consult the Administrative Office of Courts in your preferred state for a list of available job openings and their requirements.]

IV. Government

a. Federal Government

<http://www.archives.gov/careers>

The National Archives employment website.

<http://www.attorneyjobs.com>

Federal Reports maintains the Legal Career Center. This site contains an extensive database of attorney and law-related positions in a variety of settings, including federal, state and local government. Attorney Jobs also includes *JD Preferred – Alternative Legal Careers for Lawyers*, which is a useful resource for any student considering non-traditional legal careers. Students will also find a number of helpful pages on the site including resume and interviewing tips and federal and state government application forms, which can be downloaded.

<http://www.calltoserve.org>

The Partnership for Public Service has joined with the U.S. Office of Personnel Management to develop a national initiative, *A Call to Serve: Leaders in Education Allied for Public Service*. This initiative is designed to educate a new generation about the importance of a strong civil service, help re-establish links between federal agencies and campuses, and provide students with information about federal jobs. This site includes information regarding applying for federal employment, contains profiles of various opportunities with federal agencies (throughout the country), and links to each agency's main and job listing web pages. It profiles specific federal opportunities by interest areas such as Economics, Education, Health, Human Resources, Law Enforcement, and Public Relations.

<http://www.fedjobs.com/>

The Federal Research Service is a private organization which maintains a searchable database of federal government jobs. Choose an occupation and narrow your search by location, agency, and other criteria.

<http://www.usa.gov>

This is the official U.S. gateway to all government information on the Internet. This comprehensive site provides links to all federal entities in the three branches of government.

<http://www.pmf.opm.gov>

This site details the Presidential Management Fellows Program, a federal program designed to groom graduate students for upper-level management positions in the federal government. The site provides lists of agencies and their departments and offices that hire PMIs.

b. State Government

<http://www.bls.gov/oco/cg/cgs042.htm>

The Bureau of Labor Statistics provides information on state and local government describing the nature of the industry, related occupations, working conditions, earnings and outlook for the industry.

<http://www.usa.gov>

This site includes several links to state and local government home pages and related web sites, such as state administrative agencies, categorized by topic (e.g., Drug, Education, Health, Housing, Labor, etc.).

<http://www.hg.org/usstates.html>

This page on the Heiros Gamos web site contains links to state government resources for all the US states, as well as to associations dealing with state and government municipalities and other related sites. It provides a very comprehensive list of links and is a wonderful starting place for conducting research.

<http://www.naag.org/>

The website of the National Association of Attorneys General provides access to research, news, and links to the Attorney General's Office for each state.

<http://www.50statejobs.com>

View job listings by industry, including state and local government opportunities, and post a resume on-line. This site contains state and federal government job listings as well as Fortune 500 listings.

<http://www.statelocalgov.net>

This site provides state government links for all 50 states. Click on the state that interests you and find links to the state home page, Statewide Offices, Legislative branch, Judicial branch, Executive branch, Boards & Commissions, Cities, Counties, Towns, and Libraries for each state. Additional resources are also available on national organizations for state government employees, regional governments, and other related topics. This is a wonderful starting point for locating state government information.

c. *Political/Legislative*

www.gop.com

The Republican National Committee does not list positions with the organization on its site but provides helpful information for those interested in conservative politics and causes.

www.house.gov/content/jobs/

This page of the U.S. House of Representatives website contains a discussion of employment opportunities at the house.

www.hillzoo.com

This “inside the beltway” site lists positions on and off Capitol Hill for those interested in working on either the Right or the Left.

www.opajobs.com

This site contains job listings in government affairs, public relations, legislation, print and broadcast journalism on the Hill, and in non-profits, corporations, and federal agencies in the Washington, DC area. A subscription is required.

www.rcjobs.com/

The Roll Call, one of Capitol Hill’s political newspapers, lists jobs on its website.

www.senate.gov

While the U.S. Senate website does not contain a specific page on employment, this general overview may prove useful to job seekers looking for a comprehensive overview of the entity.

V. Health Care

www.ache.org

The American College of Healthcare Executives is the international organization for healthcare executives. Click on the Career Services tab to search the ACHE job bank and to find a list of healthcare career-related resources. Also check out the Publications section and view the books available on career development. This is a great starting place for information on healthcare management.

<http://www.healthcarejobstore.com/>

This web site is an enormous database of all types of healthcare jobs. Search for jobs by job title, get assistance with preparing a healthcare resume, or post your resume in the employer access database.

<http://www.healthlawyers.org/>

This is the web site of the American Health Lawyers Association. It contains information about relevant news and publications, listserves, related resources, and a national job bank.

<http://www.healthleaders.com/index.php>

This multimedia company provides information to healthcare professionals through its HealthLeaders Magazine, online news, and relevant research.

<http://www.healthmanagementcareers.com/>

This site from the American College of Healthcare Executives provides information on what a healthcare executive is and the types of opportunities available within the profession.

<http://www.hfma.org/>

The Healthcare Financial Management Association is a national professional membership organization. Its web site offers a Job Bank, lists of executive search firms, and resume-referral services (available to members only).

<http://www.hhs.gov/>

This is the web site for the United States Department of Health and Human Services. It provides information on the various HHS programs and operating divisions. Follow the links to learn more about employment opportunities both for students and graduates.

www.mgma.org

This site, from the Medical Group Management Association, offers information on physician practice management. The Job section contains a job bank and other career resources, including salary and internship information.

<http://www.modernhealthcare.com/>

This is the on-line version of Modern Healthcare magazine. It is a great source for current healthcare news and hot topics articles. There is a members-only career center and a page of resources with archived articles, surveys, and lists.

<http://www.nih.gov/sigs/bioethics/>

This comprehensive site, maintained by the National Institutes of Health, provides links to "Bioethics Resources on the Web." There are links to specific topics, general and federal resources, and organizations of interest. The section on Careers in Bioethics provides job postings and information on post-baccalaureate opportunities.

VI. Legal Education

<http://jurist.law.pitt.edu>

These pages on the Jurist web site, maintained by the University of Pittsburgh School of Law, contain many helpful links for the would-be law professor.

<http://www.aallnet.org/>

Information from the American Association of Law Libraries on law librarianship as a career.

www.higheredjobs.com

VII. Media

www.aaaa.org

American Association of Advertising Agencies is a national trade association representing the advertising agency business in the United States. Its membership produces approximately 75 percent of the total advertising volume placed by agencies nationwide.

<http://www.aejmc.org/>

The Association for Education in Journalism and Mass Communication is a non-profit, educational association of journalism and mass communication faculty, administrators, students and media professionals.

<http://www.attorneyjobs.com>

Attorneyjobs.com has a large section discussing alternative careers in general. Media and entertainment is a subset of the proposed alternative careers. The page provides a sampling of representative job titles within media and entertainment fields.

http://www.business.com/directory/media_and_entertainment/index.asp

The media and entertainment pages of business.com provide information on corporations in the field.

<http://career.berkeley.edu/Communications/Communications.stm#journalism>

The web site of the Career Center of University of California, Berkeley contains a section on communications careers which lists professional organizations and contains articles about careers in advertising, public relations, broadcasting, journalism, publishing, and writing.

<http://www.collegegrad.com/careers/>

On the main career page, click on “browse by career category,” then click on “Business, Management and Executive Careers.” In this section you can review information on careers in advertising, marketing, promotions, public relations and sales. It contains hiring projections, descriptions of the nature of the work, work environments, necessary training and skills, and statistics.

www.ipra.org

The International Public Relations Association constitutes an international group of public relations practitioners worldwide, active in promoting the exchange of information and co-operation within the profession, and building a program of professional development opportunities and other initiatives aimed at enhancing the role of public relations in management and international affairs.

<http://www.iwantmedia.com/jobs/>

This site contains links to media and entertainment job boards and career resources, broken down by industry. For example, the site has separate areas for careers in entertainment, internet, television and radio, etc.

<http://www.khake.com/page43.html>

The Vocational Information Center maintains this page which serves as a “Broadcast Media and Journalism Career Guide.” It contains links by job descriptions. Each link generally includes information about job duties, job requirements and training needed, and salary. The site also includes links to media and journalism related sites such as union sites, news sites, and other information.

http://www.law.com/service/site_map.shtml

This part of law.com’s site lists American Lawyer Media Publication sites and properties.

<http://www.nationjob.com/media/> This job-searching tool provides a laundry list of media positions with a focus on publishing.

<http://www.prsa.org/>

The Public Relations Society of America is the world’s largest organization for public relations professionals. Its nearly 20,000 members, organized into 116 chapters, represent business and industry, technology, counseling firms, government associations, hospitals, schools, professional services firms and nonprofit organizations.

D. SEARCHING FOR EMPLOYERS THROUGH NETWORKING

As with job searching for a legal position, networking is essential in job searching for an “alternative” career and transitioning into another market. How do you network? Where do you find networks? The following is a sample of different networking sources and possibilities:

- Former Colleagues, Employers & Professors
- Local and State Bar Association Events
- Informational Interviews
- Legal Recruiters
- College and Law School Career Boards
- Volunteering at Non-Profit Legal Services Organizations
- Law School Alumni Events and Alumni Association Membership
- CLE Seminars
- Career/Life Coaches
- Non-Law Job Fairs
- Publishing Legal Articles
- Friends and Former Colleagues Who Hold the Position You Seek
- Local Chamber of Commerce Mixers
- "Think Tank" of Fellow Job Seekers
- Friends and Family
- Acting as Speaker at Conferences or Events & Participating in Panels
- Blogs

E. CONCLUSION

The process of considering a new career can be daunting and intimidating, but it also can be exhilarating and rewarding. The sources that have been covered in this Guide represent a fraction of what is available. Good luck!

Updated 8/15

