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Career Development Director Audrey Koscielniak counsels a student.

CAREER DEVELOPMENT OFFICE HELPS STUDENTS TO HELP THEMSELVES

A major factor in the high rate of successful placements among UB Law School graduates is the Career Development Office. Students, alumni and employers all praise the services of Director Audrey Koscielniak. Her efficiency, common sense, and unfailing good humor help hundreds of nervous, competitive law students cope with the pressure of finding the right position to begin their careers.

Ms. Koscielniak prefers to describe herself as a counselor, rather than a match-maker or head-hunter. As she sees it, the primary functions of the CDO are to make students aware of a wide range of career opportunities and to help them make a realistic self-appraisal "so they can find themselves a satisfying job. It's not always easy, but it's always exciting to be part of

the process," says Ms. Koscielniak.

While large, prestigious firms will want those students in the top ten percent of their class, possibly with a stint on Law Review, most employers look at more than grades. "All students need career assistance, but it is crucial that the students whose grades might not be a strength receive the most complete employment information and best career advice possible. They have skills and credentials that employers are looking for and should be told about.

"We can offer assistance, guidance and feedback. We can work out strategies, help students understand the legal employment market, and show them how to be competitive," says Ms. Koscielniak.

Aside from her secretary Karen Boehringer, and occasional work-study students, Ms. Koscielniak is the only CDO staff

member. Associate Dean Carrel supervises the office and assists in student counseling.

Students begin their job search long before their third year. "I sometimes get calls from prospective students before they even apply for admission," she says.

Career planning services are available to students starting in the first semester of law school and Ms. Koscielniak suggests that they become active in the process as soon as possible. She introduces herself to first year students during orientation.

To help students properly market themselves, she conducts group sessions on resume writing and interviewing techniques. With the assistance of alumni interviewers, mock interviews have become especially helpful. These are now videotaped in order to pinpoint possible problem areas.

"The students are grateful to have the feedback, and they come away with a new perspective on what an employer is trying to get from an interview," she says.

In addition, the CDO has an extensive library of materials, ranging from Martindale-Hubbell and other directories, to books on how to land a job with the federal government, to films. A handbook, which Ms. Koscielniak and Mr. Carrel wrote, describes the basic elements of a successful job search and the resources available to conduct that search.

Most important of all, however, is the individual guidance that Ms. Koscielniak is willing to give any student who asks.

"I try to be accessible," she says. "I'll meet with anyone who wants to meet with me."

The high quality of UB Law School students is attracting an increasing number of legal employers. "Each year, our students are having more opportunities to interview," Ms. Koscielniak says.

Often, new employers contact UB because an alumnus in the firm requests it. "Our best tactic is to simply make the alumni aware of our programs."

In May, she sent out 1,500 letters inviting attorneys to recruit through Buffalo's on and off-campus programs. On-campus interviews began Sept. 12.

The fall is her busy season. She must arrange, rearrange and confirm appointments, distribute firm resumes to students, and forward student resumes to firms for pre-screening.

Last year's fall on-campus interview program attracted 58 employers, including all the major Buffalo firms, and firms from Syracuse, Rochester, Binghamton, Philadelphia, Miami, Washington, D.C. and Cleveland.

Off-campus interviews were conducted in New York City and, for the first time, Washington, D.C. "We're finally entering the Washington market," Ms. Koscielniak says. The New York program drew 36 employers and the Washington program, eight.

The CDO also offers a "resume only" service for employers who can not visit the campus.

A new group of 30 employers from various other geographic locations were able to interview UB law students interested in pursuing public service careers during the Public Interest/Service Symposium held in February in New York City. "We're pleased to be included as part of that program and will definitely be going back. It helps to spread the word about Buffalo," says Ms. Koscielniak.

To encourage the employment of Black students, the law school also took part in the annual Black Law Student Association Job Fair held at New York University.

In addition to coordinating interviews, the CDO sponsors Career Days which allow students to hear panel discussions on particular types of careers. The One-to-One program, in which students spend half a day observing an attorney at work, "gives the students a touch of reality," she says.

For alumni, the CDO publishes a monthly bulletin of employment opportunities across the U.S. Those who join the Confidential Job Relocation Program receive mid-month bulletins and first class mailing for a \$15 annual fee.

Says Ms. Koscielniak, "We are always happy to help alumni who need our assistance — even if they have been out of law school for many years." ■



Aundra Newell

AUNDRA NEWELL IS NEW ASSISTANT DEAN

This September, Aundra Newell was appointed assistant dean for admissions and student affairs. She replaces Steven Wickmark, who had been serving in the position in an acting capacity. As chief administrative officer for admissions recruiting, she is in charge of minority admissions and also supervises the Legal Methods Program, a special academic tutorial program for disadvantaged students.

Asked about her plans for her new position, Ms. Newell said, "I hope I will be able to enhance the diversity of the student population. I also look forward to serving as a resource person for many of the student organizations." ■

Since 1983, Ms. Newell was on the staff of Marist College in Poughkeepsie, N.Y. where she directed a preparatory program for minority students seeking to earn graduate degrees in law, medicine and management studies. Simultaneously, she was director of the school's paralegal program and was an adjunct instructor for management studies. She also served on the college's Affirmative Action Committee.

A 1975 graduate of Cheyney State University in Cheyney, Pa., Ms. Newell earned a bachelor of science degree in secondary education. Before deciding to go to law school, she taught gifted children for two years. In 1981, she received her juris doctor degree from Temple University School of Law. ■