Part-time graduate students who fall into one or both of the following categories have access to the following OCS resources, depending on the number of credits completed toward the LLM degree **and** the date of graduation. The categories are created to ensure that part-time students and full-time students receive equal access to NYU’s career services.

**Students must register with the OCS to use the services in both Categories A & B. To register with the OCS, please complete the following four steps:**

* Attend or view the *LLM Job Search Workshop* held in September. The Job Search Workshop will be videotaped and will be available online at: <http://www.law.nyu.edu/node/21903>.
* Request a Career Services Manager – Powered by Symplicity (CSM) account using the Account Request Form attached below. You must agree to the Principles of Professional Conduct and the CSM Statement of Understanding when registering for a CSM account.
* Create your CSM Profile and register to receive emails and alerts from our office.

**Category A:**

**The following services are available to part-time students who have completed 8 or more credits toward the LLM degree:**

**New York University School of Law Office of Career Services (OCS)**

Furman Hall, Fourth Floor

245 Sullivan St., New York, NY 10012

212-998-6090

law.ocs.llm@nyu.edu

**PART-TIME LLM CAREER SERVICES**

**Academic Year 2015-2016**

Academic Year Office Hours: Monday -Thursday 9:00a.m. – 5:30p.m., Friday 9:00a.m. – 5:00p.m

**1**. **Job Search Workshops:** The OCS offers resume writing, interview, and job search strategy workshops throughout the academic year. Videotaped sessions are available online at <http://www.law.nyu.edu/careerservices/resourcesandforms/videos>.

1. **Career Panels:**  NYU coordinates career panels & programs on various topic areas. The speakers are generally NYU graduates who are eager to share their job search and career experiences and who will explain opportunities for attorneys in law firms, government agencies, corporate law departments, accounting firms, and other legal employers.
2. **Job Search Publications and Video Resources:** The OCS publishes a comprehensive LLM Job Search Skills Handbook as well as tip sheets targeted towards specific areas of the law (including Trusts & Estates or Executive Compensation). Most of these resources are available in the Resources Tab on CSM.
3. **Job Listings on CSM:** Part-time students in Category A are eligible to search the entry-level, part-time and full time job listings available to NYU Law students through the Career Services Manager-Powered by Symplicity.

**Category B:**

**Additional services are available to part-time students graduating in December 2015, Spring 2016, or Summer 2016.** *\*Once you are eligible for Category B, please contact OCS to get your account upgraded to Category B Status. THIS IS NOT AUTOMATIC.*

* 1. **Individual Counseling:** Counseling appointments and drop-in hours are available with an LLM Career Counselor to discuss career plans, resume and cover letters, job search strategies, and other career related issues.
  2. **CSM Account:** Students must contact the OCS directly once you are eligible for Category B services to receive an upgraded CSM Account. **You will not be automatically upgraded.** This will give you access to additional job search resources as well as information about On-Campus Interviews.
  3. **On-Campus Interview Program (OCI):** Numerous legal employers interview on campus during the fall and spring semesters. Law firms, government agencies, and corporations conduct interviews with **Tax LLM** candidates during the Fall and Spring On-Campus Interview seasons. Part-time students are entitled to one Fall and one Spring On-Campus Interview session.
  4. **NYU’s Day at the Tax Court:** Each fall, **Tax LLMs** interview in Washington, DC for clerkships at the US Tax Court for the following year. Each year, between five and nine NYU students accept clerkship positions through this process. The clerkship is typically a two-year commitment, although a few judges may be willing to hire a clerk for one year. Part-time students are eligible to participate in NYU’s Day at the Tax Court once.
  5. **Taxation Interview Program**: Each spring, **Tax LLMs** interview with employers from law firms, accounting firms and government at the Taxation Interview Program, a consortium program sponsored by Georgetown Law Center and NYU Law and held in Washington, DC. **Part time students eligible for Category B services must request a password and account for the Taxation Interview Program (TIP) from the OCS.** Part-time students are eligible to participate in TIP once.
  6. **Resume Directories:** Each fall the OCS prepares resume directories for LLM students based on LLM specialization and geographic area of interest. These directories are distributed to a wide range of employers nationwide. Part-time students who are currently employed should carefully consider whether they want to submit their resume to the directories.
  7. **Reciprocity:** NYU has a reciprocal agreement with several law schools, whereby the resources of another placement office (outside of New York, New Jersey, and Connecticut) are made available to an NYU student, provided NYU returns the favor. Reciprocity requests generally require in-person use of the other school’s services and do not generally provide online access to that school’s job listings. Counselors must approve all requests for reciprocity at least 2 weeks prior to visiting or relocating.

CSM Symplicity

Account Request Form

Please provide the information requested below: (please type or print neatly):

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Last Name: | |  | | | | | | | | |
| First Name: | |  | | | | | | | | |
| Middle Name: | |  | | | | | | | | |
| University ID # (N#########): | |  | | | | | | | | |
| Email Address: | | |  | | | | | | | |
| Telephone Number: | | |  | | | | | | | |
| NYU Law Degree Expected: | | | | | ❑ LL.M. Candidate | | | ❑ J.S.D. Candidate | ❑ Exchange Student | ❑ Visiting Scholar |
| Specialty: | | | | | | |  | | | |
| Part-time; # credits completed: | | | | | | |  | | | |
| Anticipated Year of Graduation: | | | | | | |  | | | |
| Birth Date: |  | | | | | | | | | |
| Ethnicity: |  | | | | | | | | | |
| Sex: |  | | | | | | | | | |
| Undergraduate School: | | | |  | | | | | | |
| Undergraduate Year of Graduation: | | | | | |  | | | | |

When your account is ready, you will receive an email from CSM that will include the website address, your username, and your password. Upon receipt of your username and password, please log on to the site and complete your Profile.

*For Career Services Use Only*

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| --- | --- | --- | --- | --- | --- | --- | --- |
| Date Received |  | Date ID Assigned |  | Date Email Sent to Student |  | OCS Initials |  |