

NEW YORK UNIVERSITY SCHOOL OF LAW OFFICE OF CAREER SERVICES (OCS)

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PART-TIME LLM CAREER SERVICES

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

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:

Request a Career Services Manager (CSM) Account - CSM accounts also allow access to a range of career research resources and job listings online as well as registration for OCS programs and events. Fill out the Google Form [HERE](#) to request an account. You will receive an email from CSM including the address, username, and password.

CATEGORY A:

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

- 1. JOB SEARCH WORKSHOPS:** The OCS offers resume writing, interview, and job search strategy workshops, all available [online](#).
- 2. 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. Panel information is listed in the Law School calendar and RSVP is on CSM. All programs are recorded and available [online](#).
- 3. 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).
- 4. 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](#).

CATEGORY B:

Additional services are available to part-time students graduating in December 2023, Spring 2024, or Summer 2024. *Once you are eligible for Category B, please contact OCS to get your account upgraded to Category B Status.

- 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:** 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 Interviews (Fall and Spring):** Tax LLM Students may participate in our Fall and Spring OCI programs to interview for full-time jobs (generally entry-level) with law firms and other tax law employers. Part-time students may participate in only one fall and one spring OCI program.
4. **Taxation Interview Program (TIP):** Tax LLM students may participate in the Taxation Interview Program (TIP), a consortium program between NYU Law and Georgetown Law's Tax LLM programs. Employers from across the country participate in this pre-screened interview program. Applications open in January each year. Part-time students may participate in TIP only once. **Part time students eligible for Category B services must request a password and account for TIP from the OCS.**
5. **International Student Interview Program (ISIP):** The International Student Interview Program (ISIP) is a job fair for Foreign-Trained LLM students attending one of our consortium law schools nationwide. Over 1600 LLM candidates representing 75+ countries will have an opportunity to be considered for internship and permanent positions in the United States and abroad during this interview program. You must have a first law degree from outside of the United States to participate in ISIP. **Part time students eligible for Category B services must request a password and account for the International Student Interview Program from the OCS.** Part-time students are eligible to participate in ISIP once.