

KAREN REAGAN BRITTON
1525 Senate Street, Suite 129, Columbia, South Carolina, 29208

SKILLS AND QUALIFICATIONS

Educational program design and implementation in career and professional development, enrollment management, recruitment, and admissions at the university level.

Development of in person and virtual recruit events for law schools.

Knowledge of legal and law related job settings, employers, job markets, and law schools in the United States and Canada.

Leadership, organizational, and communication skills required to manage multiple priorities.

Collaboration with prospective students, students, alumni, faculty, administrators, staff, employers, and volunteers.

Providing exemplary service to various stakeholders in demanding, competitive environments.

Quantitative and qualitative research design and analysis.

Development and implementation of sound policies and procedures.

Mission and vision creation and implementation.

Managing, training, and motivating students, staff, and volunteers.

Synthesizing complex information, making decisions, and solving problems efficiently.

Creating diversity initiatives and producing desired outcomes.

Using adult learning principles to design and deliver learning experiences.

Marketing programs and services in law firms and law school settings.

Drafting, analyzing, and negotiating contracts and formal and informal agreements.

Clear, professional, and persuasive written and verbal communication skills.

PROFESSIONAL EXPERIENCE

The University of South Carolina School of Law, Columbia, South Carolina
Vice Dean for Admissions, Career & Professional Development, and Student Affairs, April 2021-
Assistant Dean for Admissions, October 2017 – March 2021
Director of Admissions May 2016 – September 2017

Lead staff of professionals to meet enrollment goals for JD program at ABA accredited law school of 600 + students.

The University of Tennessee College of Law, Knoxville, Tennessee
Director, Admissions and Financial Aid, 1994 – September 2015
Director, The Bettye B. Lewis Career Center, 1998 – February 2016

Senior leader of an integrated unit with responsibility for measurable outcomes critical to the success of the College of Law. Develop tools and strategies to produce desired outcomes and identify best practices.

Develop constituent relationships with employers, alumni, university and government officials, faculty members, prelaw and minority advisors, parents, prospects, applicants, admitted candidates, and undergraduate and law students.

Lead team of professional and support staff and student workers.

Collaborate with marketing design professionals to craft strategy and evaluate effectiveness.

Manage annual operational and scholarship budgets.

Design, lead, and evaluate strategic career development, employment, student recruitment, admission, and scholarship programs for students and alumni.

Meet enrollment and graduate employment goals as established by the dean and faculty.

Advise and train students to thrive in a competitive employment arena.

Collaborate with faculty in long-range strategic planning, including implementation of 3 + 3 and LL.M program admissions and career services.

Design and oversee data collection and analyze and disseminate research findings for annual or recurring research projects as a basis for program and policy decisions for internal and external audiences.

Develop diversity recruitment and employment initiatives.

Serve as a resource and spokesperson about legal recruitment, legal careers, law school admission, and financing of a legal education.

Consult with creative staff in the development of marketing and communication with target audiences.

National Association for Law Placement (NALP), Washington, DC
President – Elect, President, Immediate Past President, 2002 – 2005

Served as chief elected officer of non-profit association of legal career professionals with membership of more than 1,200 legal employer members and career services officers of law schools in the United States and Canada.

Implemented long range strategic plan and developed and implemented annual business plan.

Consulted with other officers to develop annual operating budget approaching \$2,000,000.

Staffed an extensive volunteer leadership structure and supervised committee and task force activities.

Coordinated activities of the Board of Directors and conducted Board of Directors meetings and Business Meetings of the association.

In consultation with Executive Director, made business decisions in the initiation and maintenance of business relationships with vendors and joint venture partners.

Represented NALP as liaison to the Association of American Law Schools, the Law School Admission Council, and the ABA Section on Legal Education and Admission to the Bar.

Served as spokesperson for NALP for media inquiries and at conferences, at bar associations, and other professional meetings.

Provided direction for the Executive Director and the Administrative Office.

Bass, Berry & Sims PLC, Nashville, Tennessee
Director of Programs, 1985 – 1994

Developed and implemented programming for multi office, full-service law firm of 100 attorneys in areas of lateral and partner recruitment, summer associate recruitment, summer associate program administration, associate orientation and development, law firm marketing and client relationship development and lawyer professional development and continuing legal education.

Cobble Personnel (formerly Dunhill of Knoxville, Inc.), Knoxville, Tennessee
Consultant, 1984 - 1985

Provided a full range of consultation services to legal and corporate hiring authorities, including interviewing, skills assessment and matching of potential employees to legal and other office support positions.

Georgia Institute of Technology, Department of Continuing Education, Atlanta, Georgia
Program Development Coordinator, 1984

Worked with faculty in engineering, architecture and management to plan and deliver technical short courses and conferences for professionals in the metro Atlanta area and other states.

University of Tennessee, Knoxville, Tennessee
Division of Continuing Education, Coordinator, Non-Credit Programs, 1978 - 1983

Produced general interest educational programs for the East Tennessee community. Responsible for program development, marketing and delivery. Coordinated training programs for corporate clients. Recruited, interviewed, negotiated salaries, hired and evaluated quarterly teaching staff of 100 + instructors. Produced program revenues to offset one-half million-dollar operating budget.

Department of Student Activities, Program Advisor, Issues, Cultural Attractions, and Recreation Committees, 1977- 1978, promoted from Graduate Assistant, Dean of Student Activities, 1976-1977.

EDUCATION

The University of Tennessee, Knoxville, Tennessee
Doctor of Education (December 2001), Educational Administration, Policy Studies in Higher Education.

GPA 3.90/4.00.

Published doctoral dissertation, "Private Practice, Personal Expectations: An Exploration of Factors Influencing First Job Choice in Law School Graduates."

Master of Science (May 1978), Adult Education/Educational Psychology.
GPA 3.88/4.00

Bachelor of Science in Education (May 1976), Major: Foreign Language Education. Minor: Sociology. GPA 3.12/4.00. Member of Mortar Board and Omicron Delta Kappa leadership societies.

PROFESSIONAL/CIVIC ORGANIZATIONS

American Bar Association

Member, Career Center Board, 2017 – March 2020.

Member, Reaccreditation Site Visit Teams.

Law School Admission Council

National Recruitment Work Group, 2017 - 2019

Annual Conference Planning Committee, 2016- 2017.

Services & Programs Committee, appointed, 2016-2017.

Subcommittee on Misconduct and Irregularities in the Admission Process, 1999 – 2009.

Newcomers Conference Working Group, 2004.

Annual Conference Planning Task Force, 2001.

National Association for Law Placement (NALP)

50th Anniversary Commission, 2019 – 2021.

Past Presidents Council, 2014 – 2015.

Lawyer Career Pathways and Satisfaction Work Group, 2013 – 2016.

Chair, Pathways to Leadership Task Force, Experienced Professionals Section, 2013- 2014.

Chair, Leadership Development Task Force, 2012- 2013.

Leadership Development Task Force, 2011- 2012.

Chair, Nominating Committee, 2010- 2011.

2010 - 2015 Long Range Strategic Planning Committee.

Chair, Research Advisory Group and Engaging Experienced Professionals Work Group, 2007 – 2008.

Chair, Research Advisory Group and Law Student Debt Summit Work Group, 2006 – 2007.

Chair, Research Advisory Council and Bylaws Committee, 2005 – 2006.

Immediate Past President, 2004 – 05.

President, 2003 – 04.

President - Elect, 2002 – 03.

Member, Board of Directors, 2002 – 04.

Other positions: Leadership Institute Task Force, 1999 - 2000; Chair, Publications Committee, 1998 -99; Named At-Large Member, Board of Directors, 1994 - 95 (did not serve due to change in employment); Chair, Marketing Initiatives Committee, 1993 - 94; Southeast Employer Representative, Nominating Committee, 1992 - 93; Southeast Regional Vice-Chair, 1991 - 92; Recruitment Practices Committee, 1990 - 91.

Tennessee Bar Association

Committee on Racial and Ethnic Diversity, 2008 – present.

Alpha Chi Omega Fraternity

Advisory Board, Theta Upsilon Chapter, 2016 – present

National Council Nominating Committee, 2012- 2014.

National Alumnae Engagement Task Force, 2013- 2014.

Advisory Board, Delta Pi Chapter, 2013 – present.

Chair, Province Officer National Nominating Committee, 2011- 2012.

University of Tennessee Sorority Village Leadership Team, 2009 - 2012.

Junior League of Knoxville

Board of Directors, Sustainer Advisor, 2001 –2006.

Board of Directors, 1998 – 1999.

Membership Council Director, 1997 – 1998.

Nashville Area Chamber of Commerce

Volunteers of the Year, 1993 – 1994.

Chair, New Member Partners Committee, 1993 -94.

National Law Firm Marketing Association (now Legal Marketing Association)

Education Committee, 1993 –1994.

National Conference Planning Committee, 1993 - 1994.

SELECTED PROFESSIONAL PRESENTATIONS

“Law Degree Versatility: Careers Beyond the Courtroom and Boardroom”, NAPLA Conference, June 2019.

Facilitator, New Pre-Law Advisor Training, SAPLA Conference, March 2019.

“Preparing Your Students for a 21st Century Career” NAPLA Conference, June 2018.

“The Law School Decision: Admissions, Financial and Career Implications”, workshops presented for Auburn University, Emory University, Davidson College, College of Charleston, North Carolina State University, University of Alabama, University of Georgia, University of North Carolina- Charlotte, University of Tennessee pre-law groups, 2013 – present.

“Alternative Careers for Law School Graduates: What Pre-Law Advisors and Prospects Should Know About JD Advantage Jobs”, SAPLA Conference, September 2015.

“Wide World of Data: Making Sense of Employment Outcomes”, SAPLA/SWAPLA Conference, September 2014.

“New Dialogues, New Protocols, New Normal”, SAPLA Conference, November 2013.

“You Won’t Believe This!”, SAPLA Conference, November 2013.

“Educating Applicants About Legal Careers”, LSAC Annual Conference, May 2013.

“Gazing into The Crystal Ball: The Law Career Services Office of the Future “, NALP Annual Education Conference, April 2013.

“Acquiring the Counseling Skills You Need to Manage Student Counseling Services, Part II”, NALP Newer Professionals’ Forum, February 2013.

“CSO (Career Services Office) Employer Outreach”, NALP Newer Professionals’ Forum, February 2013.

“Through a Different Lens: Preparing Prospects to Compose the Bigger Picture”, Pre-Law Advisors National Conference, June 2012.

“Disclosure on Applications: No Question!” Pre-Law Advisors National Conference, June 2012.

“Under the Microscope: Transparency as a Tool”, NALP Newer Professionals’ Forum, February 2012.

“Acquiring the Counseling Skills You Need to Manage Student Counseling Services, Part II”, NALP Newer Professionals’ Forum, February 2012.

“CSO (Career Services Office) Employer Outreach”, NALP Newer Professionals’ Forum, February 2012.

“Weathering the Storm: Using NALP Research to Survive and Thrive in Today’s Uncertain Times”, NALP Annual Education Conference, April 2011.

“Acquiring the Counseling Skills You Need to Manage Student Counseling Services, Part II”, NALP Newer Professionals’ Forum, February 2011.

“Hot Topics by Veterans in the Profession”, NALP Newer Professionals’ Forum. February 2011.

“Alternative Careers Never Go Out of Style”, NALP Newer Professionals’ Conference, February 2011.

“Ethics, Integrity, and Issues of Misconduct”, NAPLA-SAPLA Pre-Law Advisors Conference, June 2010.

"Career Paths, Partnership Structures: A Panel Discussion", moderator, Law Firm Management Conference, Tennessee Bar Association, April 2009.

"From Mission Statement to Action Plan: Making the Most of Strategic Planning", NALP Annual Education Conference, April 2009.

"Long Distance Recruitment Relationships: Helping Your Students Keep the Spark Alive", NALP Annual Education Conference, April 2009.

"Beyond the Next Step: A Career Road Map for Lawyers", National Asian Pacific American Bar Association, Southeast Regional Conference, March 2009.

“Career Ladders in the Profession: Maximizing Your Current Position”, NALP Newer Professionals’ Forum, February 2009.

“Management Foundations for Career Professionals”, NALP Newer Professionals’ Forum, February 2009.

“Using NALP Research to Enhance Your Credibility”, NALP Newer Professionals’ Forum, February 2009.

“Report Protocols as Career Services Management Tools: The Sequel”, NALP Annual Education Conference, April 2008.

“Using NALP Research to Enhance Your Credibility”, NALP Annual Education Conference, April 2008.

“Slipping Between the Cracks? Career Services for Dual Degree Students”, NALP Annual Education Conference, April 2008.

“Our Own Career Development: Moving Up, Moving Over as Legal Career Professionals”, NALP Annual Education Conference, April 2008.

“Career Ladders in the Profession: Maximizing Your Current Position”, NALP Newer Professionals’ Forum, February 2008.

“Alumni Counseling”, NALP Newer Professionals’ Forum, February 2008.

“Using NALP Research To Enhance Your Credibility”, NALP Newer Professionals’ Forum, February 2008.

“JD/MBAs: Hiring and Counseling in a Boom Market”, NALP Annual Education Conference, April 2007.

“Annual Reports as a Career Services Management Tool”, NALP Annual Education Conference, April 2007.

“Career Ladders in the Profession: Where Can We Go From Here?” NALP Newer Professionals’ Forum, February 2007.

“Using NALP Research To Enhance Your Credibility”, NALP Newer Professionals’ Forum, February 2007.

“Avoiding Applicant Misconduct by Promoting Responsible Conduct in the Admissions Process”, Law School Admission Council (LSAC) Annual Meeting, May 2006.

“There’s a New Sheriff in Town: Managing Transitions with Deans and Hiring Partners”, NALP Annual Education Conference, April 2006.

Panelist, Tennessee Bar Association Diversity Summit, April 2006.

“Career Ladders in the Profession: Where Can We Go From Here?” NALP Newer Professionals’ Forum, February 2006.

“Using NALP Research to Enhance Your Credibility”, NALP Newer Professionals’ Forum, February 2006.

“Measures of Merit: The Successful Applicant”, LSAC Annual Conference, June 2005.

“The Grass is Always Greener: Career Transitions Between Law Schools and Legal Employers”, NALP Annual Education Conference, April 2005.

“Career Ladders in the Profession: Where Can We Go From Here?” NALP Newer Professionals’ Forum, February 2005.

“Using NALP Research to Enhance Your Credibility”, NALP Newer Professionals’ Forum, February 2005.

“Micro – Marketing Your Law School”, LSAC New Admission Personnel and Faculty Members of Admissions Committees Workshop, September 2004.

“What Pre- Law Advisors Should Know About NALP and Why They Should Care”, Pre-Law Advisors National Conference, June 2004.

“Improving the Misconduct Process by Sharing Reporting Responsibilities”, LSAC Annual Conference, May 2004.

“Update on The Legal Job Market”, LSAC New Admission Personnel and Faculty Members of Admissions Committees Workshop, September 2003.

“Diversity Thought Leaders Recommend Best Practices in Minority Recruitment and Retention”, Martindale-Hubbell/e Attorney Panel, March 2004.

“The Legal Job Market: Royal Flush or Pair of Deuces?” LSAC Annual Conference, May 2003.

“Legends of the Fall”, NALP End of Season Series, December 2002 - January 2003.

“Private Practice, Personal Expectations: Factors That Influence First Job Choice of Law Graduates”, NALP Annual Education Conference, April 2002.

“Using NALP Research to Enhance Your Credibility”, NALP Newer Professionals’ Forum, February 2002.

“Developing Professionalism in Law School Applicants and Students”, Section on Pre -Legal Education and Admission to Law School, Association of American Law Schools Annual Meeting, January 2002.

“Is Technology Changing Our Definition of Misconduct?” LSAC Annual Conference, June 2001.

“Best Recruiting Tools”, LSAC Annual Conference, June 2001.

“Using NALP Research to Enhance Your Credibility”, NALP Newer Professionals’ Forum, February 2001.

“Misconduct in the Admission Process”, Pre-Law Advisors National Conference, November 2000.

“Demystifying the Misconduct Process”, LSAC Annual Conference, June 2000.

“Partnering with Senior Staff”, LSAC Annual Conference, June 2000.

“Experience Plus! A Roundtable Forum”, NALP Annual Education Conference, April 2000.

“Collaborative Design Workshop”, NALP Annual Education Conference, May 1997.

“Effective Skills Training”, NALP Annual Education Conference, April 1994.

“Adult Learning Styles for Effective Communication and Training”, NALP Annual Education Conference, June 1993.

“Erecting Ethical Walls” Avoiding Malpractice in Law Firm Hiring”, NALP Annual Education Conference, April 1990.

“Avoiding Malpractice in Law Firm Hiring - Beware the Imputed Disqualification Rule”, NALP Annual Education Conference, June 1989. Reported in *Of Counsel*, Volume 8, Number 13, July 3, 1989.

SELECTED PROFESSIONAL PUBLICATIONS

“500 Foot View of NALP’s First 50 Years: Evolution of Jobs in Legal Recruitment and Career Services”, NALP Bulletin, August 2020.

“Choosing a Practice Area”, *Law Practice Magazine*, American Bar Association, May/June 2015.

“The Story of the Two NALP Vice Presidents: Is a VP Role in Your Future?” NALP *Bulletin*, October 2013.

“S.A.V.E. Time to Become Engaged with NALP,” NALP *Bulletin*, August 2013.

“Capturing Lightning in a Bottle”, NALP *Bulletin*, October 2010.

"The Landscape Around the Diversity Pipeline", *Tennessee Bar Journal*, February 2009, Vol. 45, No. 2, pp. 14 - 19.

"Reflections on the New Survey Findings", NALP *Bulletin*, November 2006, p. 13.

"Proposed By-Law Changes to Be Presented to Membership", NALP *Bulletin*, January 2006, pp. 8 - 10.

"Educational Programming: A Point of Pride", NALP *Bulletin*, April 2005, pp. 6 - 7.

"Seeking Personal and Professional Alliances, "NALP *Bulletin*, January 2003, pp. 4 - 5.

“What Do New Lawyers Earn”, Sidebar Commentary to A 15 Year Retrospective, NALP *Bulletin*, September 2007.

“Law School Career Services: Changing with The Times”, Sidebar Commentary to 2007 Law School Career Services Survey, NALP *Bulletin*, November 2007.

“New Survey Reveals Higher Salaries, More Years of Experience; Reflections on the New Survey Findings”, NALP *Bulletin*, November 2006.

“Proposed By-Laws Changes to Be Presented to Membership,” NALP *Bulletin*, January 2006.

“Educational Programming: A Point of Pride”, *NALP Bulletin*, April 2005.

President’s Column, monthly article in *NALP Bulletin*, May 2003 – 04.

“Communicating Your Credibility”, *NALP Bulletin*, March 2001.

“Advice to Summer Clerks at Law Firms”, June 2000, Westlaw on-line Career Advice, lawschool.westlaw.com.

“Perspectives on Predicting Success in Candidates”, *NALP 1994 Report to Deans and Hiring Attorneys*.

“Maintaining Your Sanity in Fall Recruiting”, *NALP Bulletin*, September 1993.

“If Your Learning Environment is Contaminated, Are You a PRP?” *NALP Bulletin*, May 1993.

“Imputed Disqualification”, *NALP Perspectives on Career Services Placement Directors Manual*, 1991.