

Kamilah Clark, J.D.

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EXPERIENCE

Nova Southeastern University Shepard Broad College of Law, Davie, Florida

Assistant Dean of Students

October 2021 – Present

- Plan, direct, supervise, and coordinate work activities of subordinates and staff, including hiring, coaching, and evaluating in accordance with University policies and procedures.
- Administer and enforce law school policies related to discipline and student attendance
- Oversee and supervise the management of student attendance and discipline records
- Establish steps and procedures to handling challenging students and standards for conduct
- Plan and conduct orientation programs, student ceremonies, and/or group conferences to promote the adjustment of law students
- Track and monitor student academic progress for assigned program(s) or cohorts
- Directly resolve student and organizational conduct matters through formal adjudication or, when appropriate, informal processes
- Oversee scholarship process for current students
- Supervise and support co-curricular/honors organizations and student run organizations
- Conduct academic advising for students regarding registration, course planning, and career development
- Manage the academic dismissal process for underperforming students.

University of Florida Levin College of Law, Gainesville, Florida

Career and Academic Advisor, Career and Professional Development

July 2019 – October 2021

- Counsel students regarding public interest, private interest, clerkship, and JD Advantage career job search strategies, using tools such self-assessment, networking, and professional skills development. • Provide academic advising for students.
- Develop and present professional development programming for all students.
- Conduct resume, cover letter and practice interview reviews and critiques.
- Coordinate two-day professional development conference for first year students
- Serve as the point of contact for public interest, local, diversity, and minority job fairs throughout the country.
- Administer public interest stipend fellowship application and payment processes for more than 90 students.
- Assist with data collection and reporting requirements for NALP and the ABA.

Stetson University College of Law, Gulfport, Florida

Associate Director, Career and Professional Development

December 2014 – June 2019

- Counseled students on career job search strategies.
- Conducted application materials reviews.
- Created and coordinated the production of inclusive programming designed to educate all students on matters of professionalism and career development.
- Developed initiatives and events specifically for diverse students to address their specific needs and sense of belonging.
- Assisted with data collection and reporting requirements.
- Cultivated relationships with professional associations, voluntary bar associations, legal employers, and pro bono host sites.
- Served as the point of contact for nationwide job fairs.
- Conducted prospective student outreach in partnership with the Office of Admissions.

Ohio State University Moritz College of Law, Columbus, Ohio

Career Services Program Coordinator

December 2013 – December 2014

- Coordinated extensive on-campus recruiting (OCI) program.
- Handled administrative components of the National Law School Consortium (NLSC) job fair.
- Served as point of contact for employers wanting to post positions for students and alumni.
- Managed input and scheduling of off-cycle interviews such as the government/public sector job fair.
- Participated in planning and implementation of career services student programming
- . Engaged in local and out-of-state employer outreach.

Kamilah Clark, Esq., Atlanta, Georgia

Attorney/Owner

February 2012 – December 2013

- Established a solo legal practice through the representation of clients in divorce and civil litigation matters.
- Handled all administrative and financial concerns of a small legal practice.
- Developed bookkeeping skills in efforts to bill clients and create informational profit and loss statements.
- Engaged in electronic document review determining responsiveness, privilege, and due diligence.

Belli, Weil, Grozbean & Davis, Atlanta, Georgia

Attorney, Domestic Relations

July 2007 – February 2012

- Obtained favorable resolutions to clients' difficult financial and custodial disputes through court proceedings and in alternative dispute resolution settings.

EDUCATION/CERTIFICATIONS

Georgia Bar Admission Inactive

Diversity First – Diversity Professional Certification May 2019

Florida State University, College of Law, Tallahassee, Florida
Juris Doctor August 2001

Florida State University, Tallahassee, Florida
Bachelor of Arts: Leisure Services and Studies May 1996

Myers-Briggs Type Indicator - Certification

SERVICE TO INSTITUTIONS

Student Programming

JD Careers Series – A collection of 6 small group gatherings of students and professionals working in JD Advantage careers

Real Talk Student Sessions – Discussion groups of 25 African American law students, alumni, and local professionals

Yes, I Can: Tackling Impostor Syndrome – A workshop featuring recognition and tools to handle self-doubt

Be A Powerful Protagonist: Creating Your Narrative – 30 students created a narrative using storytelling techniques

Vision Board Workshop – A hands-on training on the benefits and creation of a goal setting vision board for 25 students

Myers Briggs Type Indicator (MBTI) Workshops – Verification of the MBTI personality assessment conducted for all sections of the incoming 1L Class, depth discussion for three consecutive Negotiation and Mediation Classes, and two cohorts of the International LLM program

Social Justice Advocacy Opportunity Forum – Featured social justice practitioners and access to justice exercise.

Get Inspired – Two-day wellness event featuring yoga, self-care, cooking demonstration, financial guidance, and affirmation workshop

Minority Bootcamp – Requested panelist on diversity career opportunities

Campus Leadership

Wellness Working Group Committee, Co-Chair
Child Advocates of Stetson Law (CASL), Staff Advisor
BLSA Leadership, Mentor

Committee Membership

Staff Professional Development Committee, Member
Campus to Career: Professional Development Conference Committee, Member
Pro Bono Committee, Member
Faculty Workgroup (UF)
Admissions Committee (UF)

Student Outreach/Engagement

Admissions Open House, Panelist
Admissions Representative at FSU Law Day, University South Florida, and St. Petersburg College
National Black Pre-Law Conference, Representative and Presenter
Equal Justice Works Conference and Job Fair
Lavender Law Conference and Job Fair
Southeastern Minority Job Fair
Faculty, Staff, and Student Basketball Tournament

CONTRIBUTIONS TO THE PROFESSION

Selected NALP Presenter, *Code Switch: Law Students Navigating Parallel Lives* (April 2019)
Pro Bono Committee, Thirteenth Judicial Circuit
Pro Bono Committee, Sixth Judicial Circuit
Tampa Chamber of Commerce Education Connection

AWARDS and RECOGNITION

Stetson Spirit Award – Employee of the Year (2018)
BLSA Recognition Award (2017)
Stetson’s Morale Builder of the Year (2016)