

# Positioning Maps

## Chart Your Path to a Meaningful Career

Competitive positioning is how you differentiate yourself from other job candidates and create value for your employer. It's about how you carve out a niche in the marketplace. These customized guides, by position title, help you achieve this.

June 2024

### Your Guide to Becoming a Legal Coordinator

Are you interested in becoming a Legal Coordinator when you graduate? You are not alone. Many graduates of TRSM, especially Law & Business majors are interested in this role.

This **Positioning Map** identifies the programs you can participate in at TRSM, to help you develop a specific and relevant skill set that will make you far more competitive when applying to full-time Legal Coordinator roles.

### Understand the Skills Expected of Employees in the Legal Field

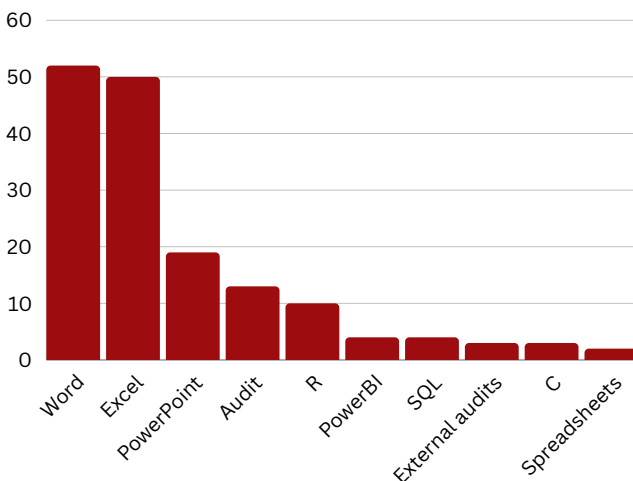
We analyzed all job postings in our job portal under 'Legal' for the period Summer 2018 to Summer 2024, and identified the top most cited technical and professional skills across these job descriptions.

Highlighted below are the skills employers are seeking when recruiting for this role.

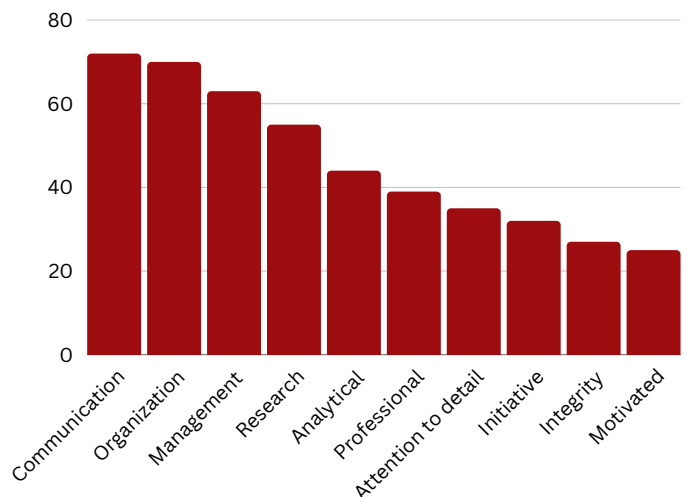
Notice how many more Legal job postings require professional skills compared to technical skills!



Top 10 Technical Skills for Legal roles



Top 10 Professional Skills for Legal roles



## Develop a Legal Coordinator Skillset

Program	
<input checked="" type="checkbox"/>	<p><b><u>Register for Bootcamps:</u></b></p> <ul style="list-style-type: none"><li>• Excel Levels 1-3 - Business Fundamentals + Challenge</li><li>• Tableau Levels 1-4 + Challenge</li><li>• Salesforce classes *availability depends on term</li><li>• Complete Bootcamp challenges in technical areas that you aren't able to generate through your academics - you'll receive a badge to display on your LinkedIn to formalize your learning!</li></ul>
<input checked="" type="checkbox"/>	<p><b><u>Attend Prep Programs:</u></b></p> <ul style="list-style-type: none"><li>• Consulting Prep Program, Project Management Prep Program</li><li>• Ace This Case - Consulting - attend this to enhance your professional skills in problem-solving</li></ul>
<input checked="" type="checkbox"/>	<p><b><u>Join Student Groups:</u></b></p> <ul style="list-style-type: none"><li>• Student groups often invite professionals from law firms and other areas of the law to network with students and offer their insights!</li><li>• Student groups such as the LBSA and Moot have legal cases that you can partake in through their conferences - visit their Instagram pages to stay up to date on this information!</li><li>• Law and Business Student Association (LBSA), TMU Women in Law, TMU Moot are some examples of student groups focused on Law and Business</li></ul>
<input checked="" type="checkbox"/>	<p><b><u>Participate in Case Competitions/Conferences:</u></b></p> <ul style="list-style-type: none"><li>• Attend employer events to discover your interests in the law and to network with industry professionals!</li><li>• CIBC, RBC, TD, BMO, Scotiabank, Questrade, Ontario Ministry of Economic Development, Job Creation and Trade, OPS, and Deloitte are some employers that work closely with Law and Business</li></ul>
<input checked="" type="checkbox"/>	<p><b><u>Ted Rogers Co-op:</u></b></p> <ul style="list-style-type: none"><li>• Law and Business students apply to be a part of the co-op program at the end of their second year by June 1st. Co-op provides students an opportunity to gain real-work experience.</li><li>• Outside of co-op, The <u>Law and Business Clinic</u> provides an opportunity for you to partner with a law firm and a student in order to provide free legal services and teach you the foundations of commercial law work.</li></ul>
<input checked="" type="checkbox"/>	<p><b><u>Hub Insights reports:</u></b></p> <ul style="list-style-type: none"><li>• <u>What Can I Do With my LAW Major?</u>, <u>All About Co-op: LAW</u>, <u>Success Beyond Specialization: Diverse Career Paths for Law and Business Graduates</u>, <u>Legal Analyst: Day in the Life</u></li></ul>

## Why Professional Skills Are Important To Employers



### Communication

Communication is essential for building and maintaining strong relationships with clients. Clear and transparent communication helps clients understand legal processes, stay informed about their cases, and feel confident in the services provided. Beyond clients, good internal communication helps each team member share information and stay up-to-date on each file being worked on at the firm.



### Organization

Organized case management is essential for handling legal matters effectively. This includes maintaining accurate records, documentation, and evidence, as well as managing deadlines, court filings, and client communications related to each case.



### Management

Legal matters typically have strict deadlines and timelines. Project and people management techniques such as scheduling, task prioritization, delegation, and deadline tracking enable law firms to manage their caseloads effectively, meet client expectations, and avoid delays or missed deadlines.



### Research

Research enables legal coordinators to understand and interpret legal precedents, facilitating informed decision-making and case strategy development. By delving into past cases and rulings, they can identify relevant legal principles and apply them to current situations.

## Prepare for the Interview

### Typical Interview Questions for a Legal Coordinator Role

Here are some examples of behavioural questions, paired with answers to guide you when preparing for your next interview. Keep in mind interview questions can vary depending on the industry and level of the role.



#### Hub Tip

Employers want to ensure that you are passionate and have a keen interest in the Law Industry. This is your time to convey both passion and advertise your innate skills related to law.

### Why did you pursue a career in law?

Throughout my academic journey, I've been deeply passionate about the law and its capacity to create positive change in society. My commitment to this field was strengthened during my internships, where I gained valuable experience in legal environments. At ABC Law Firm, I assisted in legal research for a contractual dispute, uncovering precedent-setting cases that shaped favorable outcomes. This cemented my passion for the legal field and the research work that is required. I'm eager to contribute by leveraging my internship experiences and academic background to make a meaningful impact as a legal assistant.



#### Hub Tip

Highlight your ability to manage multiple requests and projects at the same time, as a legal coordinator may be on multiple client files at the same time across their workday and organization is a priority.

### How do you prioritize tasks and manage multiple deadlines in a fast-paced setting?

In my previous role at ABC Company, I was responsible for handling multiple projects across different departments. One of the challenges I encountered was balancing competing priorities from two different departments. To address this challenge, I implemented a detailed task tracking system using Jira. I also made sure to consistently communicate updates with each department to ensure transparency of progress and roadblocks. This system allowed me to effectively complete all tasks within their deadline and maintain strong, trusting relations with each department.



#### Hub Tip

Showcase your ability to work with people in different circumstances, especially when you don't necessarily align on a vision. This demonstrates your ability to communicate, empathize, and proactively reach a solution even in times of conflict.

### Tell me about a time you had to work on a project with someone and you disagreed on how to go about it.

In my previous role at XYZ Company, I collaborated with a colleague on a project to revamp our customer service process. I believed that implementing a new software system would streamline processes and improve efficiency, while my colleague preferred a more manual approach with increased human interaction. To address this disagreement and move the project forward effectively, I initiated open and constructive communication with my colleague. We scheduled a meeting to discuss our respective ideas, listen to each other's perspectives, and explore potential compromises. As a result, we found an effective compromise that allowed us to implement a human approach with the assistance of automation and completed our shared objective.

## Some of the Top Employers Hiring Law and Business students

OSLER

Deloitte.



Scotiabank



## Meet a Ted Rogers Alumni in the Legal space



Legal Assistant

**ATHENA MORADFAR**

As a Legal Assistant Co-op student, I am part of the Legal Support Services (LSS) department which assists all of the articling students in the firm, summer law students, as well as some associates and a handful of partners. Our department is tasked with assisting 80+ lawyers with anything ranging from simple tasks like printing, scanning and filing to more technical things such as working with **dockets and expenses**.

From my conversations with Recruiters in multiple corporate law firms I learned that being a **well-rounded** person is one of the most sought after qualities in a **successful candidate**. Someone who is able to maintain a competitive GPA while also being involved in extracurriculars and having experience outside of academics can really help you stand out amongst other candidates. **Say yes to every opportunity** you get so that you can build your portfolio and have many different options to use to market yourself when applying to different roles. It's also important to **be yourself**, despite how cliché it may sound. Show hints of the fun side of your personality during your interviews because no one can resist hiring a person who is both accomplished and fun to work with!

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“ I moved to Canada four years ago to pursue my degree and the first paying job I ever had was through the Ted Rogers Co-op program at the BlackNorth Initiative which helped me make **amazing connections**. After that experience I gained more confidence in my abilities and that allowed me to market myself better, leading to me landing my position as a Legal Assistant (Co-op) at Blake, Cassels & Graydon LLP where I recently accepted my offer to stay on full time!



## Learn More for Free



### TMU Libraries

[Book a Librarian](#) to get one-on-one research support for your assignments and to get comfortable in legal research

TMU Libraries offer research skill workshops, so students can learn research skills to support their education.



### Law and Business Clinic

The [Law & Business Clinic](#) provides free legal services.

As a Law and Business student, the clinic will provide you with ample opportunities to gain valuable practical experience and exposure to the legal profession.



### Can Law Connect

An informal online community for students to become more familiar with the legal community at hand, including current law students.

Can Law Connect is most active on its [Discord](#) and Instagram pages for students interested in joining.

## Visit the Business Career Hub

### Employer Events

The BCH hosts several employer events to prepare you for your professional career. Refer to your weekly BCH Careers Newsletter for a list of upcoming events.

### Bootcamps/Prep Programs

Advance your technical skills like Excel and Tableau, earn digital badges, and gain an advantage in today's workforce through Bootcamps.

[Click here to register for current Bootcamps.](#)

### Coaching & Mock Interview

For career coaching, interview prep and more, [schedule a 1:1 appointment](#) with a Career Consultant or a Co-op Coordinator.



[TedRogersBCH](#)



[Business Career Hub Website](#)



### Career Consultant Contributor Hannah Voore

Hannah, a Career Consultant with a focus on Marketing Management, brings four years of experience from the IT and Recruitment industries. As a former Academic Trainer specializing in professional skills and project management, she is committed to equipping TRSM students with the necessary tools to achieve their career goals.



### Student Contributor Myuri Mohan

Myuri is a law and business major at TRSM and a Careers and Projects Assistant at the Business Career Hub. She has a keen interest in marketing, particularly from the perspective of brand plan and strategy.