

**UDSL JOB VACANCIES
PART TIME SCHOOL YEAR & PT/FT SUMMER**

Class Year	Position	Respond to	City/State	Job Description	Posting Date	Deadline
3L	Legal Internship	Ms. Amy Cary Business Manager Roberson Law 1225 East David Road Kettering, Ohio 45429	Kettering, Ohio	<p>Legal Internship: Three month legal internship for the estate planning and document production department. Will be trained to draft estate planning documents using proprietary templates and conduct appointments with clients under attorney supervision. Will also be expected to communicate with clients under attorney supervision.</p> <p>Hiring Criteria:</p> <ul style="list-style-type: none"> • Third year law student • Top 25% of class • Needs to work at least two days a week • Strong writing skills • Strong work ethic <p>Applicants should submit resume via email: acary@dayton-attorney.com</p> <p>Salary: \$17.00/hour</p>	12/13/2018	1/02/2019

2L/3L	Freelance Blog Writer	Ms. Karley Westermeyer Administrative Assistant Lawrence & Associates, LLC 4837 Rialto Road Suite A West Chester, Ohio 45069	West Chester, Ohio	<p>The Student Blog Writing Project: This project's goal is to give current law students an easy way to earn extra money while educating themselves and the community on relevant legal topics. In doing so, we hope students will gain valuable experience that will assist in their future practice of law, and in interviews when students are asked what they have done that stands out. Students writing for the blog will get authorship for their articles, and can put the experience on their resumes. An attorney at the firm will review all submitted articles, and all submitted articles should include the students' resume. Even though students will receive \$20.00 per cost compensation, students writing for the blog are considered freelance writers rather than employees. This project is about connections - connecting the layperson with the knowledge they need, connecting the students with the employers, and connecting those in legal need with the ones that can help them most. www.lawrencelaws.com Students can find the above information and much more about The Blog Project at: http://www.lawrencelaws.com/lawrence-associates-law-student-blog-writing-project/ Submit resume to: karley@lawrencelaws.com If you have any questions or concerns feel free to send an email to karley@lawrencelaws.com or you may call our office at 859-371-5997 ask for Karley</p>	10/17/2018	1/11/2019
2L/3L	Law Clerk	Michael T. Columbus Attorney 130 West Second Street Suite 2103 Dayton, Ohio 45402	Dayton, Ohio	<p>Law Clerk: needed to assist with civil litigation focused in the areas of business, employment, real estate, and construction law; appellate and criminal research and writing; contract and transactional drafting. Must possess competent research and writing skills with a strong knowledge of civil rules of procedure. Knowledge of contract drafting principles is preferred. 2Ls, 3Ls or graduates may apply.</p> <p>Applicants should submit cover letter, resume, references and writing sample directly to Mr. Columbus via email: mcolumbus@columbuslegal.net</p> <p>Flexible hours; negotiable salary.</p>	10/8/2018	1/11/2019

2L	2019 Summer Associate Program	Cleveland Clinic Ms. Pamela Privitera Cleveland Clinic Law Department 3050 Science Park Drive, AC321 Beachwood, OH 44122 <i>privitp@ccf.org</i>	Beachwood, OH	2019 Summer Associate Program: Cleveland Clinic's Law Department is now accepting applications from second year law students for the 2019 Summer Associate Program. Special consideration will be given to those law students who have demonstrated an interest in pursuing a career in the health care field. Candidates should submit a cover letter, resume and brief writing sample. Some indication of the candidate's academic performance should be included in the resume or otherwise, e.g., GPA and class ranking. The deadline for applying is January 15, 2019. Candidates should submit a cover letter, resume and brief writing sample directly to: Pamela Privitera Cleveland Clinic Law Department 3050 Science Park Drive, AC321 Beachwood, OH 44122 <i>privitp@ccf.org</i>	12/14/2018	1/15/2019
2L/3L	Law Clerk	Mr. Nathan D. Boone Attorney The Kollin Firm, LLC 3725 Pentagon Blvd., Ste. 270 Beavercreek, Ohio 45431	Beavercreek, OH	Law Clerk: Would be responsible for drafting legal documents, conducting legal research, and assisting attorneys with day to day work. Clerk would also accompany attorneys to hearings. Applicants should submit resume and writing sample directly to firm. Salary: \$18.00	9/18/2018	2/04/2019

1L/2L/ 3L	Volunteers and Externs	The City of Chicago Department of Law	Chicago, IL	<p>Summer Law Clerk Program: The program begins June 1st and runs for a minimum of 10 weeks; however, the start date and duration of a law clerk's summer will be determined by the law clerk and his/her direct supervisor. The Summer Law Clerk Program is designed to provide current law students and law grads with a challenging unpaid clerkship that reflects the demands and rewards of public service, as well as a realistic picture of what it is like to practice law for the City of Chicago. Participants in the Summer Law Clerk Program are not compensated. However, some schools may offer student grants or allow for academic credit. Law clerks will receive incomparable hands-on legal experience during the Summer Law Clerk Program. The selected clerks will be assigned to work in a Law Department practice Division* that interests them and participate in a wide variety of activities. Law clerks may: <input type="checkbox"/> assist in trial preparation; <input type="checkbox"/> attend depositions; <input type="checkbox"/> observe real estate closings; <input type="checkbox"/> attend client meetings; <input type="checkbox"/> attend court proceedings; <input type="checkbox"/> conduct legal research and analysis; and <input type="checkbox"/> draft memoranda, briefs, and contracts. Law clerks who qualify for an Illinois Supreme Court Rule 711 License may represent the City in: <input type="checkbox"/> mandatory tort arbitrations in the Circuit Court of Cook County; <input type="checkbox"/> grievance arbitration hearings and disciplinary proceedings before the Police Board and Human Resources Board; <input type="checkbox"/> prosecutions of Municipal Code Violations in Administrative Hearings or in the Circuit Court of Cook County; <input type="checkbox"/> cases before the Circuit Court of Cook County (Criminal, Civil and Chancery Divisions) and Federal Court; <input type="checkbox"/> hearings before the Department of Administrative Hearings and the Department of Business Affairs and Licensing; <input type="checkbox"/> settlement agreement negotiations; and <input type="checkbox"/> real estate closings. They may also depose or examine witnesses in trials in State and Federal Court. The Law Department hosts a Summer Law Clerk Program Lecture Series that features speakers addressing legal issues affecting the City in areas such as police reform, legislative activity, and affirmative litigation. Law clerks are given opportunities to meet with City Department officials and members of the State, Federal, and Appellate Judiciary. They also participate in a number of interesting behind-the-scenes tours of City Departments (such as the Police Training Academy, the Fire Training Academy, the City's 911 Call Center, O'Hare Airfield Operations, and more). The Law Department seeks talented, promising individuals from a wide variety of backgrounds. The Law Department is committed to increasing opportunities for minorities in the legal profession, and it is proud that its staff reflects the racial, cultural, and ethnic diversity of Chicago. The Law Department is an Equal Employment Opportunity and Military Friendly Employer.</p> <p>Please note that Chicago residency is not required for the Summer Law Clerk Program.</p> <p>Application Process: Application by email to DOL.Application@cityofchicago.org. Please note that applications will not be forwarded to Divisions* for consideration until all application materials, including law school transcripts, are received.</p> <p>Application Materials Save and send all attachments in one pdf document in this order: <input type="checkbox"/> Cover letter (In addition to identifying three ranked Division* preferences, please indicate that your application is for the Summer Law Clerk Program and if you have or are eligible for an Illinois Supreme Court Rule 711 License); <input type="checkbox"/> Resume; <input type="checkbox"/> Law School Transcript (official or unofficial); <input type="checkbox"/> One writing sample; and <input type="checkbox"/> Current ARDC printout (if you already have your law degree).</p>	12/14/2018	3/01/2019
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3L	Volunteer Interns	<p>Ms. Kay Locke Managing Attorney, Juvenile Division Law Office of the Montgomery County Public Defender 117 South Main Street 4th Floor Dayton, Ohio 45422</p> <p>www.mcoho.org/government/courts/public_defender</p>	Dayton, Ohio	<p>Volunteer Intern: for Defense Representation of Juveniles. Require Intern's license from the Ohio Supreme Court.</p> <p>Applicants should submit cover letter and resume via email to: Ms. Locke at lockek@mcoho.org</p> <p>Benefits: Paid parking and invaluable experience!</p>	12/06/2018	5/03/2019
2L/3L	Internship	<p>Mr. David D. Hayes Attorney Office of the Greene County Prosecuting Attorney 61 Greene Street Suite 200 Xenia, Ohio 45385</p> <p>www.co.greene.oh.us/Prosecutor/default.asp</p>	Xenia, Ohio	<p>Internship: Part time, unpaid internship opportunity with Greene County Prosecuting Attorney's Office. Interns will have the opportunity to work with criminal and civil division attorneys in fast-paced, litigation focused, and deadline driven environment. Tasks will include writing briefs and legal opinions in preparation for litigation in felony criminal proceedings. In addition, interns will be expected to observe numerous court proceedings including trials, motions to suppress, plea hearings, and sentencing hearings. Interns who have obtained their legal interns license will have the opportunity to handle court proceedings. Civil Division interns will work with attorneys on Criminal/Civil Appeals and will write briefs and legal opinions regarding differing aspects of local government. Possible topics include zoning and elections law. Applicants are expected to have exceptional communication skills and must be available for a face-to-face interview. Applicants are expected to have completed courses in criminal law, criminal procedure, and evidence. Applicants will submit a cover letter, resume and writing sample no longer than 5 pages. First year law students will not be considered. Applicants are strongly encouraged to e-mail all required documents to David Hayes: dhayes@co.greene.oh.us</p> <p>Salary: Unpaid</p>	12/06/2019	5/03/2019

2L/3L	Internship/ Externship	Ms. Karen Clift Personnel, Payroll and Benefits Officer Montgomery County Prosecutor's Office 301 West Third Street P.O. Box 972 Dayton, Ohio 45422 www.mcoho.org	Dayton, Ohio	<p>Intern or Extern: If you are a law student who is interested in applying to be an intern or extern with our office, please submit a cover letter, resume, and a list of three references to:</p> <p>Ms. Karen Clift: cliftk@mcoho.org AND Please cc email: megank@mcoho.org</p> <p>Ohio Certification as a Legal intern is a plus. Cover letter should indicate why applicant is interested in volunteering at our office, dates applicant is available, and best way to contact applicant. Successful applicants will be assigned either to our Criminal, Appellate, juvenile, or Civil Division.</p> <p>Salary: Volunteer/Extern Course Credit</p>	12/06/2018	5/03/2019
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