Law Student Clinical Program Assistant

POSITION INFORMATION

Employer: Wayne State University Law School – Clinics (Detroit, MI)
Division: Experiential Education Clinics
Title: Law Student Clinical Program Assistant
Description: Law Student Clinical Program Assistants:

The Law School Clinical Program is currently seeking friendly, enthusiastic students to join our staff for the winter of 2019.

What are the advantages of being a Clinical Program Assistant?
1. Flexible schedule and time to study
2. Enhance your leadership and communication skills
3. Excellent opportunity to interact with Law School Clinical Program

What are the duties and responsibilities?
1. Answer phones, clinic door, and e-mail inquiries
2. Mail, print, scan, and fax documents and assist with other office duties
3. Assemble and maintain computer-based and hard copy files
4. Edit correspondence and reports
5. Arrange necessary supplies for functions and office
6. Prepare and gather paperwork for events and participate in program events as needed

What are the requirements for the position?
1. Must have work study award
2. Must be available at least 10 hours per week (any combination M-F)
3. Must have excellent interpersonal skills
4. Must enjoy working with people from different backgrounds

How can you apply?

Email your resume to Jane Warkentin at lawclinics@wayne.edu. Please include in the subject line that you are applying for the Law Student Clinical Program Assistant position.

Geographic Preference: Michigan-Detroit
Position Type: Part-Time
Desired Class Level(s): Any eligible work study student
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<th>Compensation Type</th>
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<td>How to apply</td>
<td>Email your resume to Jane Warkentin at <a href="mailto:lawclinics@wayne.edu">lawclinics@wayne.edu</a>. Please include in the subject line that you are applying for the Law Student Clinical Program Assistant position.</td>
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<td>Resume Receipt</td>
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