

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	<p>Law Student Clinical Program Assistants:</p> <p>The Law School Clinical Program is currently seeking friendly, enthusiastic students to join our staff for the winter of 2019.</p> <p>What are the advantages of being a Clinical Program Assistant?</p> <ol style="list-style-type: none">1. Flexible schedule and time to study2. Enhance your leadership and communication skills3. Excellent opportunity to interact with Law School Clinical Program <p>What are the duties and responsibilities?</p> <ol style="list-style-type: none">1. Answer phones, clinic door, and e-mail inquiries2. Mail, print, scan, and fax documents and assist with other office duties3. Assemble and maintain computer-based and hard copy files4. Edit correspondence and reports5. Arrange necessary supplies for functions and office6. Prepare and gather paperwork for events and participate in program events as needed <p>What are the requirements for the position?</p> <ol style="list-style-type: none">1. Must have work study award2. Must be available at least 10 hours per week (any combination M-F)3. Must have excellent interpersonal skills4. Must enjoy working with people from different backgrounds <p>How can you apply?</p> <p>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.</p>
Geographic Preference	Michigan-Detroit
Position Type	Part-Time
Desired Class Level(s)	Any eligible work study student

Compensation Type Hourly

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Resume Receipt Other