

NEXTEER AUTOMOTIVE - GENERAL

OFFICE LOCATION: Auburn Hills, Michigan

ABOUT NEXTEER AUTOMOTIVE:

A publicly traded company with corporate headquarters in Auburn Hills, Michigan

ABOUT THE LEGAL DEPARTMENT:

- Consists of 11 attorneys
- Externs will work with many of the attorneys, including the divisional legal directors and the specialized counsel

WORK AN EXTERN MAY DO:

- Assist with a variety of tasks typical in a corporate legal department
- Work areas would include a broad range of matters such as: corporate governance, employment and labor, claims and litigation, compliance and ethics, commercial contracts, intellectual property, and other general corporate legal work
- Assist with various tasks, including updating and maintaining the corporate document database, assist with organization of files, and assist with any special projects as designated
- Assist with the drafting corporate entity documents, managing minute books, redlining various agreements, updating and maintaining the companies' database of subsidiaries
- Assist with review and timely response to subpoena and other information requests
- Respond promptly to requests from the sales, purchasing, operations, finance, engineering, and other departments
- Summarize and communicate risks, legal concepts, company policies, and procedures in a way that business people can use
- Support the continuous improvement of standard agreements and legal processes
- Communicate effectively in a fast paced, multi-cultural environment

PREFERRED QUALIFICATIONS/REQUIREMENTS

- 2L or 3L enrolled at an ABA accredited law school. 3L preferred
- 2.5 or higher law school GPA preferred
- Ability to work at least 200 hours over the course of the semester
- Work two to three days per week
- Impeccable ethics and integrity
- Ability to pass a background check and drug test

- Superior English communication skills, both verbally and in writing
- Excellent organizational skills, good judgment, proven problem solving skills
- Knowledge of Microsoft Office programs