

Student Legal Services Undergraduate Legal Internship Position Description and Application Information

Overview of the position: This is an unpaid internship in UC San Diego Student Legal Services that will provide 1-2 undergraduate students with an opportunity to get an inside look into the legal profession.

Tasks: Contribute to the quarterly newsletter. Conduct legal research under the supervision of an attorney. Develop projects to raise campus awareness about legal issues facing students. Direct taxpayers to appropriate IRS-sponsored resources and staff the Tax Outreach Program hotline. Support marketing and outreach efforts as needed.

Time commitment: Interns are expected to volunteer at least four hours per week. Interns are also required to attend at least two legal education events each quarter and one staff meeting per month. The internship begins September 2009 and will end March 2010. Interns will have the option of continuing in the internship through May 2010.

Qualifications: To be eligible, applicants must be a registered UC San Diego student with a class standing of junior or higher as of Fall 2009 and have an interest in the legal profession. Students from all majors are welcome to apply. Interns must have strong written and oral communication skills.

Training required: SLS attorneys will provide ongoing training.

Purpose/benefits to the organizations: SLS provides currently-registered UC San Diego students with free and confidential counseling, legal education and referrals on all types of legal matters. Interns benefit SLS by supporting the empowerment of fellow students and improving access to SLS services.

Benefits to the intern: This internship provides the opportunity to gain exposure to the legal profession and make professional contacts without having to leave campus!

Application process: Please submit a cover letter, résumé, a 4-6 page writing sample, and the names and contact information for two professional references to Student Legal Services. Please also respond to the following question in writing (responses should be no longer than one page): What legal issue do you believe poses the greatest challenge to students at UC San Diego and why? Selected applicants will be invited for an interview. *All application materials must be received at the same time and no later than **May 18, 2009**.*

To mail your application, please send it to
UC San Diego Student Legal Services
Attn: Jessica St. Clair
9500 Gilman Drive, MC #0034
La Jolla, CA 92093-0034

Or hand-deliver it to
Student Services Center, Fifth Floor, Room 527
Attn: Jessica St. Clair