

**Student Legal Services
Undergraduate Marketing and Outreach Intern
Position Description and Application Process**

Overview of the position: This is an unpaid internship in UC San Diego Student Legal Services that will provide an undergraduate student with an opportunity to gain marketing and outreach experience.

Tasks: Work with SLS staff to develop quarterly marketing plans. Identify on-campus opportunities for advertising and outreach. Market the Tax Outreach Program to the campus community. Participate in various outreach projects.

Time commitment: The intern will be expected to volunteer at least four hours per week, to attend at least two legal education events each quarter, and to attend 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 sophomore or higher as of Fall 2009. Applicants do NOT need to be considering a career related to law. Applicants for the marketing and outreach internship should have an interest in helping connect students with on-campus resources. Students from all majors are welcome to apply. Interns must have strong written and oral communication skills.

Training required: SLS staff members 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 for students to gain valuable marketing and outreach experience without having to leave campus!

Application process: Please submit a cover letter, résumé, and the names and contact information for two professional references to Student Legal Services. Please also respond to this question in writing (responses should be no longer than a page): Aside from online social networking sites, what is the best way to reach out to students at UC San Diego? 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