Work Study Assistant I
UCLA Student Legal Services

If you are interested in the law or want to work in a real law office right on campus, then this job is for you! The student clerks are the sole providers of clerical and administrative support to the three attorneys at Student Legal Services. The hourly rate is $10.50 for 7-14 hours/week during Fall 2015, Winter 2016, and Spring 2016.

Job duties include:

- Interface with the public by answering the phones and providing information by phone or email.
- Type letters, legal documents, reports, and memoranda.
- Maintain the law library.
- Open, screen, and route mail.
- Manage and maintain client files.
- Assist attorneys in monitoring new court cases and legal developments.
- Xerograph and filing.
- Assist with ordering and maintaining office supplies.
- Make on-campus deliveries.
- Assist with organizing meetings and conferences.

Job requirements:

- Current UCLA student who will be enrolled through Spring 2016 (at a minimum).
- **Must have a federal work study award for 2015-16.**
- Attention to detail is crucial.
- Excellent computer and interpersonal skills are important.
- Previous office experience is helpful.

To apply, please complete the application that can be found on our web site at [www.studentlegal.ucla.edu](http://www.studentlegal.ucla.edu). You may deliver the completed application in person in A-239 Murphy Hall or send it by email to slegal@saonet.ucla.edu.