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 $11.00 for:
- 4-8 hours/week in May and June 2017 for training.
- 10-16 hours/week during Summer 2017.
- 6-12 hours/week in Fall 2017, Winter 2018, and Spring 2018.

Job duties include:
- Interface with the public by answering the phones and providing information by phone or email.
- Screen and schedule appointments with clients.
- Handle all office billing.
- 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.
- Xeroxing 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 2018 (at a minimum).
- Must have a federal work study award for 2017-18. A Summer 2017 work study award is a plus but not required.
- Attention to detail is crucial.
- Excellent computer and interpersonal skills are important.
- Previous office experience is helpful.
- Employment will be subject to a background check.

To apply, please complete the application that can be found on our web site at 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.