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 $12.00 for:
- 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.
- 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.
Date: ______________

Name: _____________________________  Student ID #: ____________________

Local Address:     Permanent Address:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Cell Phone Number:     Home Phone Number:

________________________________________________________________________

Email address: _________________________________

Are you currently registered and enrolled?  Yes / No  GPA: ______________

Total number of units completed at UCLA: ______  Expected Graduation Date: ______ Qtr/Yr

Are you available to work during Fall 2017, Winter 2018, and Spring 2018?  Yes/No

• If yes, how many hours/week? _____

• Do you expect to have a work study award?  Yes/No  If yes, how much? __________

Do you have office experience? Yes / No  Typing: _____________ wpm

Have you previously worked on campus?  Yes / No

What department(s): ________________________________________________
Please describe your previous experience or attach a resumé.

Please list at least two references, preferably former or current employers/supervisors:

1.

2.

3.

4.

Return to: Student Legal Services
A239 Murphy Hall
Los Angeles, CA 90024-1415
(310) 825 – 9894
www.studentlegal.ucla.edu