

Student Clerk

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 four attorneys at Student Legal Services.

The hourly rate is \$16.50 for:

- 5-7 hours/week for April 3 – May 12, 2023 (training)
- 7-10 hours/week for May 15 – June 16, 2023
- 10-30 hours/week for June 19, 2022 – September 27, 2023
- 6-12 hours for Fall 2023, Winter 2024, and Spring 2024.

Job duties include:

- Interface with the public by answering the phones and providing information by phone or email.
- Screen and schedule appointments with clients, including accessing the students' records to ensure the students are registered and enrolled and do not have holds affecting eligibility.
- Handle all office billing through the University's billing system.
- 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 undergraduate student who will be enrolled through Spring 2025 (at a minimum).
- **Priority will be given to students who have a federal work study award for 2023-24.**
- 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 the home page of our web site at www.studentlegal.ucla.edu. Please send your application by email to slegal@saonet.ucla.edu.

Student Clerk

UCLA STUDENT LEGAL SERVICES

Student Clerk Application

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 **Summer 2023, Fall 2023, Winter 2024, and Spring 2024?**
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
slegal@saonet.ucla.edu

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www.studentlegal.ucla.edu