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 $16.04 for:
- 5-7 hours/week for May 2, 2022 – June 10, 2022 (training)
- 10-30 hours/week for June 13, 2022 – September 21, 2022
- 6-12 hours for Fall 2022, Winter 2023, and Spring 2023.

Job duties include:
- Interface with the public by answering the phones and providing information by phone or email.
- Screen and schedule appointments with clients.
- Manage implementation of UCLA COVID-19 protocols for all visitors to Student Legal Services.
- 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 undergraduate student who will be enrolled through Spring 2024 (at a minimum).
- **Priority will be given to students who have a federal work study award for 2022-23.**
- 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](http://www.studentlegal.ucla.edu). Please send your application by email to slegal@saonet.ucla.edu.
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 2022, Fall 2022, Winter 2023, and Spring 2023? 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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