

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 four attorneys at Student Legal Services.

The hourly rate is \$15.00 for:

- 20 hours/week in Spring and Summer 2021 (training of 4-6 hours/week will occur in Winter 2021)
- 6-12 hours for Fall 2021, Winter 2021, and Spring 2021.

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 2022 (at a minimum).
- **Must be available to work February or March – June 2022.**
- **Must expect to have a federal work study award for 2021-22.**
- 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.

*Some job duties have been adjusted for remote operations. Normal duties will resume in Fall 2021.