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The University of Akron School of Law

Career Planning & Placement Office

General Office Hours:

Monday: 8:00 a.m. – 5:00 p.m.

Tuesday: 8:00 a.m. – 6:30 p.m.

Wednesday: 8:00 a.m. – 5:00 p.m.

Thursday: 8:00 a.m. – 6:30 p.m.

Friday: 8:00 a.m. – 5:00 p.m.

If you would like to schedule an appointment, please call   
330-972-5321 or e-mail lawcareerplanning@uakron.edu

Office Staff:

[Alisa N. Benedict O’Brien, Esq.](http://www.uakron.edu/law/career/staff/profile.dot?identity=1304476)  
Director

Career Planning & Placement

Debbie Casey

Student Services Counselor

Angela S. Smith

Coordinator, Office Administration

On The Web:

[www.uakron.edu/law/career](http://www.uakron.edu/law/career/)

[www.twitter.com/AkronLawCareers](file:///C:\Documents%20and%20Settings\jah47\Desktop\Documents\Career%20Office\Career%20Connections\www.twitter.com\AkronLawCareers)

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| Major Announcements |
| **The Career Planning Office is now located in the Law Library on the second floor in room 264. Come see us!**  C:\Users\ab139\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\Y7B68ZRS\we-moved[1].jpg  L.A.W. and the CPPO present “Wonder Women” – a look at women in the legal profession (men are welcome too!) – TUESDAY, FEBRUARY 16 at 12:15 p.m. in the Law Library (Room 301). Panera will be served! |

Career Planning Events Calendar:

Tuesday, February 16th – CPPO and LAW present “Wonder Women”– 12:15 – 1:00 – Law Library 301 Wednesday, February 24th – Government Fair – 9 – 2:00 PM – Student Union – come with your resume and dressed to impress! Find out about summer internships and externships with government and non-profits. Wednesday, March 16th – 12:15 – 1:00 – Judicial Clerkships Information Session/Panel - TBD

You may access all previous career planning workshops at <http://www.uakron.edu/law/career/students/videos.dot>

# Akron Bar Association Events Calendar:

Note: most events require an RSVP to the Bar Association. A full calendar of Akron Bar events is located at: [**http://www.akronbar.org/calendar.aspx**](http://www.akronbar.org/calendar.aspx)**.**

**Upcoming Section and Committee Meetings:**

The CPPO encourages Akron Law students to attend Akron Bar events and CLE. These events are attended by local practitioners, judges, and other legal professionals. Events are **generally free** for Akron Law students and are wonderful opportunities for relationship building. Note: most events require an RSVP to the Bar Association. A full calendar of

Akron Bar events is located at: [**http://www.akronbar.org/calendar.aspx**](http://www.akronbar.org/calendar.aspx)

February 17: NLT Business & Corporate Law Section: Business Law Basics “A Nuts and Bolts Primer” February 18: Diversity Celebration February 18: Antenuptial Agreements and Their Effects on Divorce & Death: Estate Planning, Probate & Elder Law Section & Family Law Section February 23: Solo & Small Firm Practitioners Section: Meeting February 25: Remaining Vital & Purposeful in the Challenging Field of Law February 25: New Lawyers Section: Networking & Social Event February 25: Practice Lab Series 3rd Session – Professional Conduct February 26: Summit County Juvenile Court Update March 11: 2016 Bench Bar Conference May 13: Workers’ Compensation: Are We There Yet?

# News Flash:

On Twitter!

To better serve you, the Career Office is on Twitter @AkronLawCareers. Follow @AkronLawCareers for job postings, event and seminar updates, as well as job search and career advice from the Career Office and national organizations like NALP and PSLawNet.

Symplicity is AkronLawJobs!

The CPPO's online job database, Symplicity, is now *AkronLawJobs*! AkronLawJobs is available through CPPO’s website at [www.uakron.edu/law/career](http://www.uakron.edu/law/career).

LexisNexis® has a robust ID program for December graduates.

* **Graduate ID Program:** Graduates can apply and receive a new Lexis Advance ID for use to study for the bar, improve your research efficiency and prepare for employment through July 31, 2014, OR
* **ASPIRE:** Graduates working in public interest (501(C)(3) organization) can apply and receive a Lexis Advance ID for use through December 31, 2014.

Please refer to [this 2-sided PDF flyer](https://www.lexisnexis.com/salesprodocs/secure/c.aspx?ID=mJe%2fob3Sh8fal4VuUZZy0A%3d%3d&ReUrl=tl2l99EFMLM06wGJi74W%2b%2fSHdzACQYBlA%2fWu0Q3TeEDSxUWC5VOwyuee4q5xPZAULd9FTGhau1y6tjI9XP2QrejYNyHKeDYV)  for additional details and application.

**Black Letter Discovery** is currently recruiting for upcoming document review projects in our Cleveland office. Qualified candidates must have an active and in good standing license in any jurisdiction. Prior document review experience is a plus, though not required.

**Cleveland, OH – Document Review**

Black Letter Discovery has several upcoming projects, candidates must have an active license in good standing (any jurisdiction). These projects are anticipated to last about 4-6 weeks and will require a 40 hr/wk time commitment. For immediate consideration please send resume to:

***Trisha Textor-Gerrity***

Director of Recruiting

**BLACK LETTER** \ discovery

(c) 614-286-2290

[ttextor-gerrity@blackletterdiscovery.com](mailto:ttextor-gerrity@blackletterdiscovery.com)

**Legal Comedy Blog Seeks Contributors** We are currently seeking law students and lawyers to contribute to a satirical law blog. We are looking for material that is funny with an edge of acrimony towards the legal profession. We are open to any type of media: text, video, cartoon, etc. Contributors are paid per acceptable submission. There are also a few staff writer positions which are paid a flat monthly rate. For more information please email us at: editor@bitterlawyer.com.

# **The NCIIA is Hiring!** The National Collegiate Inventors and Innovators Alliance (NCIIA) is seeking to fill several exciting new positions in our Amherst, MA office.

# Open positions:

# • Vice President, Programs

# • Sr. Program Officer, Faculty Programming

# • Sr. Program Officer, Network Development

# • Program Officer, I-Corps

# • Research and Evaluation Analyst

# • Venture Development Associate

# To apply:

# Please visit nciia.org/jobs for full descriptions and to apply.

**Akron Law Library**: If you are a new attorney, you are eligible for a free membership to the Akron Law Library for Premium Services (free first year of Bar Association membership). Subscription includes phone, fax and electronic references, free use of computers and legal databases, material checkout, reservation of conference room etc. To register for your free membership, please contact Denise Cook at 330-643-8320 or [dcook@akronlawlib.org](mailto:dcook@akronlawlib.org)

**LexisNexis** - As part of our ongoing services for Akron Law alums, the Career Planning & Placement Office has requested that our law school alumni continue to have access to LexisNexis for job search activities. LexisNexis has provided us with a Custom ID and Password for our law school alumni. If you would like this ID and password information, please contact our office at [lawcareerplanning@uakron.edu](mailto:lawcareerplanning@uakron.edu) or 330-972-5321 and we will give it to you.  Please note that this new log-in information is only to be used for job search activities and application to the LexisNexis ASPIRE program (Lexis access for certain nonprofit employees).

**Sign up now for your FREE ABA Membership!**

The American Bar Association is offering all The University of Akron School of Law graduating students a free membership!

Join now at [www.ambar.org/freegrad](http://www.ambar.org/freegrad) and discover the benefits of ABA membership:

•New! ABA CareerAdvice LIVE! – a FREE monthly webinar series that offers practical tips from legal experts.

•Access free resources from the ABA Career Center. Search for legal positions on our online job board featuring positions from across the country.

•Enjoy complimentary membership in your choice of 21 specialty groups.

•Save money on a variety of products and services from HP, Lenovo, Sprint and more.

•Keep up with the latest legal news through the ABA Journal and eJournal.

•Connect with lawyers through the ABA’s searchable online member directory.

Sign up at [www.ambar.org/freegrad](http://www.ambar.org/freegrad) and let the ABA help you launch a successful career!

**Interested in a Mentor from the ABA Antitrust Section?** The Section's Young Lawyers Division is interested in starting a Cleveland chapter of its mentoring program for young lawyers practicing or thinking about practicing antitrust, who might like to be paired with a more senior antitrust attorney. The program is low-time commitment, but aims to help young people build their practices. If interested, please contact:

Christopher L. Sagers

James A. Thomas Distinguished Professor of Law Cleveland State University

2121 Euclid Ave., LB 138

Cleveland, OH 44115

(216) 687-2319

**Philadelphia, PA – highly regarded AmLaw general practice firm seeks to add a corporate transactions group**

A highly regarded AmLaw general practice firm with an established Philadelphia office seeks to add a corporate transactions group in Philadelphia. The firm is hugely profitable and enjoys wonderful management, genuinely flexible bill rates and autonomy, and an enormous client base.

The group must average $1+ million revenue per attorney.

Please contact [sbowman@continuumlegal.com](mailto:sbowman@continuumlegal.com) for details.

**Equal Justice Works Has Funding for 45 Lawyers and 10 Paralegal Positions**

Last Friday AmeriCorps notified Equal Justice Works that they awarded us funding for 45 lawyer positions and 10 paralegal positions to represent unaccompanied immigrant children facing deportation as part of their justice AmeriCorps initiative!  Other organizations were funded as well.  You can [click here](http://link.coremotivesmarketing.com/c/306/0ea048038603f7c76b3c3c2e99b1981a4864a9293a808e75948f26b52b05529f) to view the announcement from the Department of Justice, and read more about the effort in this *National Law Journal* [article](http://link.coremotivesmarketing.com/c/306/0ea048038603f7c76b3c3c2e99b1981a3dbd677e98187fa0b9d217129903137d).

Practicing Law Institute is having a three day CLE and CPD approved Seminar and webcast for

Counseling Clients in the Entertainment Industry 2016

February 29, 2016 – March 2, 2016

New York City and Live Webcast

Will discuss counseling clients in the following industries:

Monday, 2-29-2016 Television; Video & User Generated Content; Media’s Transformation, Multi-Channel Networks & Mobile-Driven Video; Videogames & Software Apps; Ethics; Building an Entertainment Law Practice

Tuesday, 3-1-2016 Sound Records; Music Publishing

Wednesday, 3-2-2016 Book Publishing; Current Developments in Entertainment and Sports Litigation; Film

To see all of the information regarding this seminar and webcast go to: [Counseling Clients in the Entertainment Industry 2016](http://pli.edu/Content/Seminars_Webcasts/_/N-3jZ1lZ7m/Term-20160229?Npp=100&Ntk=StartDate&Ntt=20160229)

Job Announcements: Attorney Positions

**Akron, OH – Entry Level Associate – Curtin & Curtin, LLP**

*AkronLawJobs No. 7054 Overview:* Small defense litigation firm has an opportunity for an entry level associate to conduct legal research, write briefs, and make court appearances.

*Qualifications:* Must have an interest in litigation and be licensed to practice in Ohio. Prior experience in brief writing, Moot Court, Trial Team or Advocacy is a plus.

*How to apply:* Send your resume and cover letter to [ccurtin@curtinlawfirm.com](mailto:ccurtin@curtinlawfirm.com)

**Deadline: February 15, 2016**

**Cleveland, OH – Labor and Employment Attorney – Ross, Brittain & Schonberg Co.**

*AkronLawJobs No. 7064 Overview:* AV rated Cleveland area law firm representing management in labor and employment relations is seeking an ENTRY LEVEL ATTORNEY in our fast paced workers’ compensation defense practice.

*Qualifications:* Must have a strong work ethic, good writing skills, the ability to assume existing caseload and to work independently.

*Salary:* We offer an attractive benefits package and competitive salary

*Travel:* Day travel throughout the State of Ohio.

*How to apply:* Forward a resume, writing sample, references with contact information, final law school transcript and salary requirements to [mkuilder@rbslaw.com](mailto:mkuilder@rbslaw.com). Job ID 26493398

**Deadline: February 26, 2016**

**Cleveland, OH – Collection Associate – Keith D. Weiner & Associates, LLP.**

*AkronLawJobs No. 7063 Overview:* Seeking an associate with 2-5 years of practical experience.

*Duties:* Will include drafting and reviewing affidavits, complaints, motions, executions, mechanic liens, discovery, and subpoenas on consumer matters. This is a great opportunity to gain courtroom experience. Will be working with other collection attorneys, collectors and collection support staff and should enjoy in engaging in collaborative efforts with others. Applicant must have the ability to pay attention to detail, possess good organizational skills and a good work ethic.

*Qualifications:* Two to Five years of practical experience. Must be familiar with consumer protection laws and regulations including the FDCPA, OCSPA and rules promulgated by the DFPB. Knowledge of federal student loan laws is also very beneficial.

*How to apply:* Send your resume and cover letters WITH SALARY REQUIREMENTS to [hr@weinerlaw.com](mailto:hr@weinerlaw.com). Job ID 26504861

**Deadline: February 26, 2016**

**Cleveland and Hartville, OH – Patent Attorney – Eschweiler & Associates**

*AkronLawJobs No. 7059 Overview:* Seeking to hire a patent attorney for full-time employment.

*Duties:* Will be involved in preparing and prosecuting patent applications for a number of high-tech clients.

*Qualifications:* Excellent writing and communication skills. Strong desire to learn. Industry experience is preferred. Possess an advanced degree in either Electrical Engineering or Computer Engineering.

*Salary:* Starting salary in the range between $90,000 and $100,000 with annual cash compensation within 3-5 years to exceed well over $125,000.

*Travel:* Possibility of some international travel.

*How to apply:* Please send your cover letter and resume to: Eschweiler & Associates, Attn: Thomas G. Eschweiler, Esq. 629 Euclid Ave., Suite 1000, Cleveland, OH 44114

**Deadline: February 25, 2016**

**Cleveland, OH – Associate -- The Spitz Law Firm, LLC**

*AkronLawJobs No. 7048 Overview:* Seeking an attorney with some litigation experience.

*Qualifications:* Be able to handle all parts of the litigation process with the help and mentoring you may need. Will consider a recent graduate.

*How to apply:* Send your resume, cover letter, transcript, and writing sample to [brian.spitz@spitzlawfirm.com](mailto:brian.spitz@spitzlawfirm.com).

**Deadline: February 15, 2016**

**Cleveland, OH – Associate Attorney – Mechanical Patent Preparation and Prosecution – Renner, Otto**

*AkronLawJobs No. 6990 Overview:* Seeking a patent attorney for preparation and prosecution in the mechanical arts. 2 – 5 years of experience is preferred.

*Qualifications:* Candidates must have strong technical and legal academic credentials. J.D. with an undergraduate degree in mechanical engineering or related fields required. An advanced technical degree or equivalent experience is a plus. USPTO and one or more state bar memberships are required.

*How to apply:* Send your cover letter, resume, writing sample and references with contact information to [Recruiting@rennerotto.com](mailto:Recruiting@rennerotto.com)

**Deadline: March 1, 2016**

**Columbus, OH – Attorney – Labor & Employment Group – Vorys, Sater, Seymour & Pease**

*AkronLawJobs No. 7084 Overview:* Partnership track position which provides an excellent compensation and benefits package.

*Qualifications:* Seeking an attorney with 2-6 years of employment law experience the Labor and Employment Group located in Columbus, Ohio. Need to have excellent academic credentials and strong analytical, research, writing and communication skills.

*How to apply:* Send your cover letter, resume and transcript to [bjshoemaker@vorys.com](mailto:bjshoemaker@vorys.com). Please, no phone calls.

***Deadline:* March 3, 2016**

**Norwalk, OH – Part-time Staff Attorney – Huron County Public Defender**

*AkronLawJobs No. 6794 Overview:* Seeking a staff attorney to work in our busy, small-town public defender’s office. Huron County is in Northwestern Ohio.

Duties will include a caseload working mostly with juveniles. They may, however, be some work in other courts. This is a part-time position but does receive benefits. Limited outside practice is allowed, unless the position subsequently is changed to a full-time position.

*Qualifications:* Must have a Juris Doctorate. Must have a valid Ohio license with no pending disciplinary action. Some courtroom experience is preferred. Commitment to representation of the indigent is essential.

*How to apply:* Send your resume and cover letter one of three ways:

E-MAIL TO: [hcpdef@neo.rr.com](mailto:hcpdef@neo.rr.com)

FAX TO: 419-668-3703

MAIL TO: Huron County Public Defender

16 E Main St, 2nd Floor

Norwalk, OH 44857

**Deadline: ASAP**

**Atlanta, GA – Fellowship Program – Keenan Law Firm**

*AkronLawJobs No. 7087 Overview:*  The Keenan Law Firm is seeking attorneys to be fellows for a year in *their Atlanta office.*

*Duties:* Will work hands on with all aspects of the Keenan Law Firm management system and case prosecution.

*Qualifications:*  Licensed attorney in the USA.

*How to apply:* Contact Mr. William Entrekin, The Director of Operations for the Keenan Law Firm at either (404) 523-2200 or [wentrekin@keenanlawfirm.com](mailto:wentrekin@keenanlawfirm.com) to learn more.

*Salary:* Fellowship will pay the cost of basic living expenses $30,000

**Deadline: March 10, 2016**

**Boise, ID – Research & Writing Attorney – Capital Habeas Unit – Federal Defender Services of Boise**

*AkronLawJobs No. 7072 Overview:* Seeking an attorney for a Research and Writing position in the Capital Habeas Unit.

*Duties:* Responsible for impact area research and writing projects as well as drafting pleadings, interacting with clients and witnesses, and assisting with development of the record. The Federal Defender Services of Idaho is the Community Defender Organization for the District of Idaho. The Unity’s caseload is limited to federal habeas corpus cases and collateral proceedings in capital cases. Unit also provides representation primarily in federal district court, as well as the Ninth Circuit and U.S. Supreme Court.

*Qualifications:* J.D. degree from an accredited law school. In good standing of a state bar, OR pending the results of a January 2016 bar examination to a state bar required.

*How to apply:* Send the following in PDF FILES to [Nicole\_brown@fd.org](mailto:Nicole_brown@fd.org) – Application; Resume; Three references with contact information; Writing sample (not to exceed 20 pages); and cover letter. *Applications received via e-mail are preferred.* Or you may apply through U.S.P.S. to: Nicole Brown, Branch Administrator, Federal Defender Services of Idaho, 702 West Idaho Street, Suite 900, Boise, ID 83702.

**Deadline: February 19, 2016**

**Chicago, IL – Assistant Attorney General – Illinois Attorney General’s Office**

*AkronLawJobs No. 7097 Overview:* Seeking attorneys with sound judgment and excellent research and writing skills.

*Qualifications:* Demonstrated interest in and enthusiasm for trial work. Two or more years of litigation experience, especially federal court civil rights or employment litigation experience. Also candidate should have a demonstrated commitment to public service. Must be licensed to practice law by the State of Illinois. Please note – New graduates will not be considered.

*How to apply:* Please send cover letter and resume to: Ruta Stropas, Director of Attorney Recruitment and Professional Development, Attn: Adelaida Otero, Office of the Attorney General, 100 West Randolph, 12th Floor, Chicago, IL 60601.

**Deadline: March 12, 2016**

**Chicago, IL – Assistant Corporation Counselor Supervisor / Senior – City of Chicago**

*AkronLawJobs No. 7085 Overview:* Seeking an experienced attorney to work as the Senior Counsel in the Constitutional and Commercial Litigation Division. The division represents the City and City officials and employees in a broad range of constitutional and commercial matters in both federal and state court.

*Duties:* Manage a litigation caseload as lead counsel while supervising Assistant Corporation Counsels working on litigation in both federal and state court. Some of the duties may include litigating cases in both federal and state courts; supervising Assistant Corporation Counsel who are working on litigation in both federal and state courts; drafting pleadings, motions and other court documents; reviewing and editing pleadings, motions and other court documents, plus many more duties.

*Qualifications:* Graduation from an ABA accredited law school in or before 2004, ten years of work experience in the legal profession as a licensed attorney and admission to the Illinois Bar (or eligible for admission on motion to the Illinois Bar). Superior academic achievement shown by grade point average, class rank, honors or participation in at least one of the following: law journal, moot court, clinical experience or judicial externship or internship. Demonstrated ability to manage complex litigation. Plus others. PLEASE SEE SYMPLICITY JOB POSTING 7085 for a complete listing.

*How to apply:* THIS IS A TWO STEP PROCESS. JOB NUMBER 275654.

STEP ONE: Go to: <https://chicago.taleo.net/careersection/iam/accessmanagement/login.jsf> and fill out the application and upload your resume **by February 17, 2016**.

STEP TWO: Must submit hard copies of the following either **IN PERSON** **or by U.S. Mail or a similar mailing method (e.g. FedEx, UPS, DHL)** to City of Chicago Department of Law’s Legal Recruiter, 30 N LaSalle St., Suite 1640, Chicago, IL 60602.

Send a cover letter that 1) includes the position title and job number and 2) specifically identifies how you meet the minimum qualifications and have the knowledge, skills and abilities required for the job; resume; law school transcript (official or unofficial); two writing samples; and a copy of your ARDC card (or your admitted state bar’s equivalent.) DO NOT SUBMIT REFERENCES WITH YOUR HARD COPY MATERIALS.

*Residency Requirement:* Must be an actual resident of the City of Chicago. Proof of residency will be required at the time of employment.

**DEADLINE: February 17, 2016**

**Chicago, IL – Assistant Corporation Counsel Supervisor / Senior – City of Chicago Dept. of Law**

*AkronLawJobs No. 7086 Overview:* Seek an attorney to represent the City in Bankruptcy Court.

*Duties:* Will have significant responsibilities on various matters, including but not limited to, client counseling and training, both in-house and for client departments. Will be responsible for both supervising and handling all phases of cases filed under Chapter 7, 11, and 13. Will be required to draft pleadings, motions, and briefs; conduct discovery; and will be primarily responsible for preparing and litigating cases arising under the Bankruptcy Code. Will also be required to assist in handling other litigation matters of the Division. Will be required to draft pleadings, motions, and briefs; conduct discovery; and will be primarily responsible for preparing and litigating cases arising under the Bankruptcy Code.

*Qualifications:* Graduate from an ABA accredited law school with a J.D. in or before 2009; have five years of work experience in legal profession as a licensed attorney, and admission to the Illinois Bar and the United States District Court for the Northern District of Illinois. A minimum of five years of litigation experience in the U.S. Bankruptcy Court. Ability to interpret, apply and advocate on behalf of clients the provisions of the U.S. Bankruptcy Code, the Federal Rules of Bankruptcy Procedure and related laws, rules, and regulations that arise in bankruptcy cases. Superior writing, research and editing skills. *Please see Symplicity ALJ Listing 7086 for a complete listing of all qualifications and complete instructions on applying.*

*How to apply:* This is a two-step process. Please see Symplicity ALJ Listing 7086 for the complete steps. Step One – Must apply and submit your resume at this site: <https://chicago.taleo.net/careersection/100/jobdetail.ftl>

Step Two -- Send hard copies of your credentials to: City of Chicago Department of Law’s Legal Recruiter, 30 N. LaSalle Street, Suite 1640, Chicago, IL 60602.

Cover letter with job title and position number (275244) and specifically identifies how you meet the minimum qualifications and have the knowledge, skills and abilities; Resume; Law school transcript (official or unofficial); Two writing samples; Copy of your ARDC card (or your state bar’s equivalent).

**Deadline: February 22, 2016**

**Baltimore, MD – Staff Attorney – One Baltimore for Jobs (1B4J)**

*AkronLawJobs No. 7050 Overview:* The Homeless Persons Representation Project (HPRP), a non-profit legal services and advocacy organization, seeks to hire a full-time attorney to staff the One Baltimore for Jobs (1B4J) Community Based Legal Services Project. This position announcement is for a position fully funded for 18 months only. There is a possibility of continued funding following the initial 18 months, but additional funding is not guaranteed.

*Duties:* Establish regularly scheduled legal clinics at each of the four Mayor’s Office of Employment Development (MOED) job training sites. Provide individual representation in public benefits cases. Provide individual representation in criminal record expungement cases. Conduct Know Your Rights presentation by other HPRP staff on other areas of law.

*Required Qualifications:* Demonstrated commitment to social justice and working with people living in poverty. Minimum of two years, up to a maximum of 4 years of experience providing direct civil legal services. Participation in a law school litigation clinic (as a law student) or judicial clerkship (as an attorney may be considered toward meeting the minimum experience required. Admitted to practice law in Maryland, or admitted in another state and willing and eligible to sit for the next available Bar exam. Excellent written and oral skills. Ability to work independently and as part of a team.

*Additional Qualifications:* Knowledge of TANF, SNAP and Medicaid, Maryland administrative law, and criminal record expungement preferred. Fluency in Spanish is a plus.

*How to apply:* E-mail resume, cover letter, a writing sample and 3 references with contact information to [jobs@hprplaw.org](mailto:jobs@hprplaw.org) (and specify “1B4J Attorney” in the subject line.)

**PLEASE NOTE**: We are looking for thoughtful, personalized cover letters that demonstrate the applicant’s qualifications, work style and interest in being part of a team working to eliminate homeless in Maryland.

**Deadline: February 20, 2016**

**Detroit, MI – Assistant U.S. Attorney -- United States Attorney’s Office**

*AkronLawJobs No. 7095 Overview:* The USAO has jurisdiction and responsibility in a broad range of areas which involve the Federal government in a court of Law. The Eastern District of Michigan consists of 34 counties in the eastern half of Michigan’s Lower Peninsula and employs approximately 115 Assistant U.S. Attorneys. For attorney positions, the office has a Criminal Division, Civil Division, Appellate Division, and Branch offices.

*Location:* Most opportunities will be at the Detroit, Michigan duty station, with occasional vacancies in the Flint and Bay City branch offices.

*Qualifications:* Must possess a J.D. degree, be an active member of the bar (any jurisdiction), and have at least two years of post-J.D. experience. U.S. citizenship is required.

*How to apply:* Send your detailed resume, cover letter, writing sample(s), and completed questionnaire to: Kevin Mulcahy, Executive Assistant U.S. Attorney, United States Attorney’s Office, Eastern District of Michigan, 211 W. Fort Street, Suite 2001, Detroit, MI 48226 Questions about the application process? Questionnaire is found at: <http://www.justice.gov/legal-careers/file/822981/download> Please direct e-mail inquiries to: [AliciaCollier@usdoj.gov](mailto:AliciaCollier@usdoj.gov).

**Deadline: March 9, 2016**

**Las Vegas, NV – Assistant Federal Public Defender – Federal Public Defender**

*AkronLawJobs No. 7076 Overview:* Seeking Assistant Federal Public Defenders for the Capital Habeas Unit.

*Qualifications:* Must possess demonstrated commitment to poverty law or indigent criminal defense, have strong writing and oral advocacy ability, and litigation experience in either criminal law – especially habeas corpus litigation or complex federal court civil litigation. Must be a member in good standing of a state bar. Occasional travel is required. At least three years of relevant experience and ability to undertake representation of habeas petitioners currently litigating in every stage of the habeas proceedings. Must be a team player.

*How to apply:* By e-mail to [James\_Morgan@fd.org](mailto:James_Morgan@fd.org) or mail to: James Morgan, Personnel Administrator, Office of the Federal Public Defender, 411 E. Bonneville, Suite 250, Las Vegas, NV 89101. Please send your letter of interest, resume with experience described in detail, and a writing sample.

**Deadline: February 26, 2016**

**Buffalo, NY – Prosecutor – U.S. Attorney’s Office Western District of New York**

*AkronLawJobs No. 7039 Overview:* The Office of the United States Attorney for the Western District of New York prosecutes all violations of the Federal Criminal Law occurring within the 17 counties of the District. The principal office is located in Buffalo, with a staffed Branch Office in Rochester. This position is located in the Criminal Division of the Buffalo office.

*Duties:* Will be responsible for the investigation and prosecution of cases including drugs, human trafficking, organized crime, terrorism, white collar, immigration, child exploitation, mortgage fraud and general crime. Will be responsible for all phases of criminal prosecution to enforce federal laws, including providing guidance to law enforcement officers, initiating criminal charges, conducting grand jury proceedings and felony trials, and handling appeals.

*Qualifications:* J.D. degree; Active member of the bar (any U.S. jurisdiction); Have at least two (2) years post-J.D. legal or other relevant experience; Outstanding legal ability; High moral character; Mature judgment; and Demonstrated excellence in criminal trials.

*Preferred Qualifications*: Legal practice experience related to criminal prosecution; Quick analytical ability and the facility to accurately and precisely articulate the critical issues involved with a case; Superior oral and writing skills; Strong research and interpersonal skills; Ability to work in a supportive and professional manner with the court, other attorneys, support staff and client agencies; Capacity to function with minimal guidance in a highly demanding environment; and Excellent computer literacy skills to include experience with automated research, electronic court filing, electronic e-mail and word processing systems.

*Salary:* $45,447 to $120,365, plus locality pay of 16.98%

*Travel:* Occasional travel to Rochester Branch Office; New York, NY (appeals); and Columbia, SC (training).

*How to apply:* Send your cover letter, resume, writing sample (not to exceed 25 pages), and list of three professional references with contact information. Place the announcement number (16-WDNY-001) in the subject line of your e-mail or on your resume if mailing application package. Send to: Troy E. Koerner, Human Resources Officer, United States Attorney’s Office, WDNY, 138 Delaware Avenue, Buffalo, NY 14202 OR e-mail to [usanyw.applications@usdoj.gov](mailto:usanyw.applications@usdoj.gov).

**Deadline: March 31, 2016**

**Lubbock, TX – Chief Public Defender – Texas Defender Service**

*AkronLawJobs No. 7098 Overview:* Seeking an attorney to be responsible for managing all operations and administration of the Regional Public Defender for Capital Cases Office.

*Duties:* Will manage all of the daily activities involving personnel, case handling and resources. Will develop and implement policies and procedures for the operations of the office and plans for future development. Will provide legal representation for, or ensure that capital defendants are represented in, criminal proceedings and ensure their constitutional rights are upheld. Will also oversee and participate in the preparation, presentation, and disposition of cases. Other duties as assigned.

*Qualifications:* JD/LLB from an accredited law school. Must meet the requirements of the Texas Code of Criminal Procedure Article 26.052.

*Salary Range:* $135,000 - $150,000

*How to apply*: Go to this website <https://apps.co.lubbock.tx.us/APPLICATION/JobListDetail.aspx?pk=1505> and submit your cover letter and resume.

**Deadline: March 12, 2016**

**Lubbock, TX – Chief Public Defender – Lubbock County Commissioner’s Court**

*AkronLawJobs No. 7033 Overview:* Responsible for managing all operations and administration of the Regional Public Defender for the Capital Cases Office.

*Duties:* Manages all daily activities involving personnel, case handling and resources. Develops and implements policies and procedures for the operations of the office and plans for future development. Provides legal representation for, or ensures capital defendants are represented in, criminal proceedings and ensures their constitutional rights are upheld. Oversees and participates in preparation, presentation and disposition of cases.

*Qualifications:* J.D./LL.B. from an accredited law school AND meet the requirements of the Texas Code of Criminal Procedure Article 26.052.

*How to apply*: Send your cover letter and resume to [APPLICATION](https://apps.co.lubbock.tx.us/application/JobListDetail.aspx?pk=1505).

To see a complete listing of all of the essential duties and qualifications, go to Symplicity ALJ 7033.

**Deadline: February 15, 2016**

# Job Announcements: Jobs Received From Various Legal Recruiting Firms

### The Career Planning Office receives many job openings/postings/opportunities from a wide variety of legal recruiting companies. While we do not verify that these jobs are still available or that they are “real” opportunities, we do want to make all our job seeking alumni aware of these potential opportunities and so we are listing them separately under this category.

**Black Letter Discovery – Attorney fluent in Portuguese**

Black Letter Discovery is currently recruiting for attorneys fluent in Portuguese.

*Qualifications:* Qualified candidates must have an active license in good standing (any jurisdiction). Experience is a plus, although not necessary. Must be available to work onsite, M-F, 40 hrs/wk, during normal business hours.

*How to apply:* For immediate consideration please register on our website at <http://blackletterdiscovery.com/candidates/join_team.php>

**Parma, OH – TEMPORARY Document Reviewer – Robert Half Legal**

*AkronLawJobs No. 6782 Overview:* Robert Half Legal is working with a multinational imaging and electronics company who has a contracts document review project at their Parma, Ohio review center.

Duties will include reviewing of documents.

*Qualifications:* JD candidate or licensed attorney. Projected hours – 40 hours per week. Regular business hours. Projected starting date – October 5th – 10th. Duration – 3+ weeks. Pay rate $20 per hour.

Additional projects are lining up with this client, so this is a great project that could turn into additional work in the near future.

*How to apply*: Submit your resume in MS WORD FORMAT to [Patricia.Ramudo@roberthalflegal.com](mailto:Patricia.Ramudo@roberthalflegal.com)

After your resume has been reviewed, a Robert Half Legal representative will be in touch to discuss additional details and next steps.

**Deadline:** **ASAP**

**New York, NY – Contract Attorney**

*Overview:* We have a need for a contract attorney to work with the Litigation Support Division of one of our largest clients. Any supervisory and/or project management experience is required. The work will consist of the following: Supervising contract paralegals, Data mapping, Managing the affidavit process,-Identifying data sources, Conducting legal and case research. The project is slated to last at least 3 months, possibly longer.

*Qualifications:* Requirements are as follows: 3+ years experience as a litigation attorney, specifically in the areas of pre-trial discovery and trial preparation NY Bar admission. Any supervisory and/or project management experience is required.

*How to apply:*  If you are interested and available, please submit a recently updated resume in WORD format to [OCCRECRUITER@ONCALLCOUNSEL.COM](mailto:OCCRECRUITER@ONCALLCOUNSEL.COM) Please refer to "LITSUPPORT" in the subject line.

**Deadline: ASAP**

**New York, NY – Attorneys**

*Overview:* Government Agency seeks several attorneys for an immediate long term substantive assignment involving the Individuals with Disabilities Education Improvement Act ("IDEA"). We are seeking attorneys to handle the federal court appeals of administrative decisions concerning special education in this matter.

*Qualifications:* Candidates must have strong brief writing skills. A background of any kind of appellate work would be a big plus. 4+ years of experience as a litigation attorney and NY Bar admission is required. Position will commence as soon as candidates are identified.

*How to apply*: If you are interested and available for this role, for immediate consideration please submit a recently updated resume in WORD format to: [OCCRECRUITER@ONCALLCOUNSEL.COM](mailto:OCCRECRUITER@ONCALLCOUNSEL.COM) Please refer to "IDEA" in the subject line.

**Deadline: ASAP**

**New York, NY – Litigation Attorney**

*Overview:* We are seeking a litigation attorney for a 7+ month assignment involving criminal law matters. The right candidate must be admitted to practice in NY and should have experience with file review, document review motion practice, and deposition prep.

*Qualifications:* At least 4 years as a litigation attorney required*.* Any previous experience working in the DA's office is highly preferred. Interviews start immediately.

*How to apply:* If you are interested and available - please submit a recently updated resume in WORD format to [OCCRECRUITER@ONCALLCOUNSEL.COM](mailto:OCCRECRUITER@ONCALLCOUNSEL.COM) Please refer to "NYCRIM" in the subject line.

**Deadline: ASAP**

# Job Announcements: Judicial Clerkships

### **Some judges have added new clerkship positions on OSCAR. For an update on new judges accepting judicial clerkship applications, please visit the OSCAR website (**[**http://OSCAR.dcd.uscourts.gov/**](http://OSCAR.dcd.uscourts.gov/)

**Youngstown, OH – Bankruptcy Court Law Clerk Position – U.S. Bankruptcy Court**

*AkronLawJobs No. 7067 Overview:* Seeking a 3L **OR** a recent graduate who has an interest in a clerkship with the Youngstown Bankruptcy Court.

*Description:* This clerkship will be for a period of less than two years (i.e. from October, 2016 through July, 2018.)

*Qualifications:* 3L **OR** a recent graduate

*How to apply:* Send the following 1) cover letter; 2) resume; 3) law school transcript; and 4) two letters of recommendation. Please send the above to:

The Honorable Kay Woods

United States Bankruptcy Court

Northern District of Ohio

301 Nathaniel R. Jones Federal Building & U.S. Courthouse

10 East Commerce Street

Youngstown, OH 44503

**Deadline: ASAP**

**Trenton, NJ – Judiciary Law Clerk – New Jersey Courts**

*AkronLawJobs No. 6335 Overview:* Start your legal career in a court system recognized as one of the best in the nation and enhance your future career prospects. Professional law clerk positions are available in the New Jersey Judiciary for individuals with strong communication and analytical skills. Approximately 480 clerkships are available. Of those, a limited number of clerkships exist for the Supreme Court, Superior Court Appellate

Division, Superior Court Assignment Judges, Superior Court Chancery Division in general equity court, and in the Tax Court.

*Qualifications:* Law clerks must have graduated from a law school approved by the American Bar Association by the time of their law clerk appointment. The Judiciary’s law clerkship program is intended for recent law school graduates who have not yet engaged in the practice of law. Selected candidates will be required to provide an official, final law school transcript, not a photocopy, which includes the date of graduation from their law school at the time of hire. Excellent writing and analytical skills are essential.

*How to apply:* Applicants may send a cover letter and resume directly to individual justices and judges on June 15, 2015. Applications will not be accepted before that date. These documents should include the month and year the juris doctor degree will be awarded and any specific area of interest of law. You may include writing samples, transcripts, recommendation letters or a list of references with your applications. Judges’ chambers addresses are on the Judiciary website at [www.judiciary.state.nj.us/directory/judgtara.pdf](http://www.judiciary.state.nj.us/directory/judgtara.pdf) Candidates will be contacted directly by the justices or

judges for interviews on or after June 22, 2015.

**Deadline: March 25, 2016**

Judge Garland Burrell

District Judge

United States District Court

Sacramento, CA

Term: Permanent

Clerkship Type: Career Law Clerk-Chambers Applications accepted: Feb 9, 2016 - Feb 29, 2016 Term Start: Feb 22, 2016 Application Methods: On-line (recommended)

Judge Nancy Firestone

District Judge

United States Court of Federal Claims

Washington, DC

Term: 2 Years

Clerkship Type: Term Law Clerk-Chambers

Applications accepted: Feb 10, 2016 - Oct 1, 2016 Term Start: Sep 1, 2017 Application Methods: On-line (recommended)

Judge Caryl Delano

Bankruptcy Judge

United States Bankruptcy Court

Tampa, FL

Term: 1 Year

Clerkship Type: Term Law Clerk-Chambers

Applications accepted: Feb 10, 2016 - Mar 4, 2016 Term Start: Jul 1, 2016 Application Methods: Paper,On-line (recommended)

Judge Alicia Valle

Magistrate Judge

United States District Court

Fort Lauderdale, FL

Term: 1 Year

Clerkship Type: Term Law Clerk-Chambers

Applications accepted: Feb 11, 2016 - Jul 31, 2016 Term Start: Aug 15, 2016 Application Methods: E-mail,Paper

Judge Donald Middlebrooks

District Judge

United States District Court

West Palm Beach, FL

Term: 1 Year

Clerkship Type: Term Law Clerk-Chambers

Applications accepted: Feb 10, 2016 - Oct 31, 2016 Term Start: Sep 1, 2017 Application Methods: Paper,On-line (recommended)

Judge Stephanie Rose

District Judge

United States District Court

Des Moines, IA

Term: 2 Years

Clerkship Type: Term Law Clerk-Chambers

Applications accepted: Feb 11, 2016 - Dec 1, 2016 Term Start: Aug 1, 2017 Application Methods: On-line (recommended)

Judge B. Winmill

District Judge

United States District Court

Boise, ID

Term: 1 Year

Clerkship Type: Term Law Clerk-Chambers

Applications accepted: Feb 10, 2016 - Jun 1, 2016 Term Start: Aug 1, 2017 Application Methods: Paper

Judge David Hale

District Judge

United States District Court

Louisville, KY

Term: 1 Year

Clerkship Type: Term Law Clerk-Chambers

Applications accepted: Feb 11, 2016 - May 31, 2016 Term Start: Sep 1, 2017 Application Methods: On-line (recommended)

Judge James Bredar

District Judge

United States District Court

Baltimore, MD

Term: 1 Year

Clerkship Type: Term Law Clerk-Chambers

Applications accepted: Feb 11, 2016 - Feb 21, 2016 Term Start: Aug 7, 2017 Application Methods: On-line (recommended)

Judge Judith Levy

District Judge

United States District Court

Ann Arbor, MI

Term: 1 Year

Clerkship Type: Term Law Clerk-Chambers

Applications accepted: Feb 8, 2016 - Jun 1, 2016 Term Start: Sep 1, 2017 Application Methods: On-line (recommended)

Judge Thomas Schroeder

District Judge

United States District Court

Winston Salem, NC

Term: 1 Year

Clerkship Type: Term Law Clerk-Chambers

Applications accepted: Feb 10, 2016 - Sep 30, 2016 Term Start: Aug 20, 2017 Application Methods: Paper,On-line (recommended)

Judge Paul Barbadoro

District Judge

United States District Court

Concord, NH

Term: 1 Year

Clerkship Type: Term Law Clerk-Chambers

Applications accepted: Feb 8, 2016 - Jun 3, 2016 Term Start: Sep 4, 2017 Application Methods: On-line (recommended)

Judge Mary Cooper

District Judge

United States District Court

Trenton, NJ

Term: 1 Year

Clerkship Type: Term Law Clerk-Chambers

Applications accepted: Feb 8, 2016 - Apr 1, 2016 Term Start: Sep 6, 2016 Application Methods: On-line (recommended)

Judge Amalya Kearse

Circuit Judge

United States Court of Appeals

New York, NY

Term: 1 Year

Clerkship Type: Term Law Clerk-Chambers

Applications accepted: Feb 8, 2016 - Mar 31, 2016 Term Start: Sep 1, 2017 Application Methods: Paper

Judge Lorna Schofield

District Judge

United States District Court

New York, NY

Term: 1 Year

Clerkship Type: Term Law Clerk-Chambers

Applications accepted: Feb 10, 2016 - Mar 20, 2016 Term Start: Aug 11, 2016 Application Methods: On-line (recommended)

Judge Vincent Briccetti

District Judge

United States District Court

White Plains, NY

Term: 2 Years

Clerkship Type: Term Law Clerk-Chambers

Applications accepted: Feb 8, 2016 - Jun 1, 2017 Term Start: Feb 1, 2018 Application Methods: Paper

Judge Vincent Briccetti

District Judge

United States District Court

White Plains, NY

Term: 1 Year

Clerkship Type: Term Law Clerk-Chambers

Applications accepted: Feb 8, 2016 - Jun 1, 2017 Term Start: Sep 15, 2018 Application Methods: Paper

Judge John Koeltl

District Judge

United States District Court

New York, NY

Term: 1 Year

Clerkship Type: Term Law Clerk-Chambers

Applications accepted: Feb 8, 2016 - Jul 30, 2016 Term Start: Aug 14, 2016 Application Methods: E-mail,Paper,On-line (recommended)

Judge Alison Nathan

District Judge

United States District Court

New York, NY

Term: 1 Year

Clerkship Type: Term Law Clerk-Chambers

Applications accepted: Feb 11, 2016 - Aug 1, 2018 Term Start: Sep 30, 2018 Application Methods: E-mail,On-line (recommended)

Judge Cheryl Pollak

Magistrate Judge

United States District Court

Brooklyn, NY

Term: 1 Year

Clerkship Type: Term Law Clerk-Chambers

Applications accepted: Feb 9, 2016 - Sep 15, 2016 Term Start: Aug 15, 2017 Application Methods: On-line (recommended)

Judge Alison Nathan

District Judge

United States District Court

New York, NY

Term: 1 Year

Clerkship Type: Term Law Clerk-Chambers

Applications accepted: Feb 11, 2016 - Aug 1, 2018 Term Start: Jun 15, 2018 Application Methods: E-mail,On-line (recommended)

Judge A. Tomlinson

Magistrate Judge

United States District Court

Central Islip, NY

Term: 2 Years

Clerkship Type: Term Law Clerk-Chambers

Applications accepted: Feb 12, 2016 - Mar 25, 2016 Term Start: Oct 10, 2016 Application Methods: On-line (recommended)

Judge J. Murtha

District Judge

United States District Court

Brattleboro, VT

Term: 1 Year

Clerkship Type: Term Law Clerk-Chambers

Applications accepted: Feb 11, 2016 - May 1, 2016 Term Start: Jul 1, 2016 Application Methods: On-line (recommended)

Judge Edward Shea

District Judge

United States District Court

Richland, WA

Term: 1 Year

Clerkship Type: Term Law Clerk-Chambers

Applications accepted: Feb 9, 2016 - Mar 9, 2016 Term Start: Aug 10, 2017 Application Methods: Paper

Judge Irene Berger

District Judge

United States District Court

Beckley, WV

Term: 1 Year

Clerkship Type: Term Law Clerk-Chambers

Applications accepted: Feb 10, 2016 - Apr 30, 2016 Term Start: Oct 3, 2016 Application Methods: On-line (recommended)

Administrative Office of the U.S. Courts OSCAR Program Office

Telephone: 866-666-2120 (toll free)

Email: [oscar-support@ao.uscourts.gov](mailto:oscar-support@ao.uscourts.gov)

Website: <https://oscar.uscourts.gov>

# Job Announcements: Other Positions

**Assistant Dean of Student Services, University of Akron School of Law**

Close Date: March 11, 2016

Job Description

The University of Akron School of Law seeks to hire a dynamic, energetic, outgoing, and creative individual to lead its Office of Student Services and serve as an integral member of the senior administration. The person hired as Assistant Dean will be responsible for overseeing all aspects of student services including academic advising, student counseling, degree clearance, issues of student conduct, student organizations, leadership programming, disability accommodations, and bar admissions among other things. The Assistant Dean will provide guidance and direction for a broad spectrum of student activities that foster a sense of community, enhance communication, and facilitate social interaction among students, faculty, and administration. The Assistant Dean will serve as a liaison with other University departments and organizations within the legal community.

The Assistant Dean is responsible for implementing and administering law school, university, and American Bar Association policies, procedures, and standards, as well as responding to student inquiries about the same. S/he will also help implement new programs and revisions to current programs. The Assistant Dean will supervise other staff in the Office of Student Services, manage the office budget (including student travel), participate in compiling statistics and maintaining records related to grades, student academic progress, bar passage and other matters. S/he will also serve on various committees at the law school, University and external levels.

Essential Duties

• Provides leadership and develops goals, policies, and operating procedures related to student affairs, programs, and activities.

• Advises law students on a variety of academic and administrative matters including issues related to registration, exams, grades, academic progress, degree completion, bar exams, and other related matters.

• Tracks and finds ways to improving student retention.

• Plays an integral role in the enforcement of the Student Disciplinary Code and related proceedings.

• Directs and counsels students on a variety of personal issues impacting law school performance.

• Primary responder to emergency and crisis situations relating to students and their well-being.

• Works with Disability Support Services to ensure appropriate services and accommodations for students in need in compliance with the American with Disabilities Act.

• Coordinates with all aspects of the law school community to ensure that students receive adequate academic, social, and personal support.

• Assists student government and organizations with programming and policies.

• Plans, coordinates, and oversees community-building initiatives.

• Serves as a key member of the senior administrative team.

• Represents the law school at university, local bar, state bar, and other outside organization meetings and functions.

• Coordinates new student orientation programs.

Requires a minimum of two years’ experience in higher education administration or comparable administrative experience. A minimum of 4 years’ experience in A.B.A. Standards and Law School policies and practices are preferred. Excellent organizational and goal setting skills are required. Strong communication skills, counseling abilities, problem solving skills, and management experience are required. At minimum, basic computer skills, including spreadsheet and word processing capabilities, are required. Database experience is helpful. Budget management and analytical are skills preferred.

Required Qualifications

• This position requires either a JD degree to enable the formation of productive relationships with students, and facilitate understanding and implementation of complex University and Law School academic requirements, policies, and procedures.

• Effective verbal and written communication skills

• Superior organizational, analytical, and interpersonal skills

• Demonstrated computer skills; including word processing, spreadsheet, and database capabilities, as well as experience with social media outreach and websites.

• Management experience

Preferred Qualifications

• Experience in higher education administration (especially in student services)

• Demonstrated knowledge about the University of Akron School of Law.

• Knowledge of budget planning, management, and administration

• Attention to detail and ability to plan and meet deadlines

• Ability to establish and maintain effective working relationships with all stakeholders

• Experience in organizing resources and managing workload priorities

• Experience in organizing and coordinating multiple projects simultaneously.

• Experience in preparing reports

For complete details and to apply for this position, visit: http://www.uakron.edu/jobs/.

While all candidates are required to submit their applications via this centralized system, please feel free to direct any inquiries to Dean Matthew Wilson, Chair of the search committee, at mjwilson@uakron.edu. Review of applications will begin immediately. The University of Akron is committed to a policy of equal employment opportunity and to the principles of affirmative action in accordance with state and federal laws.

**Akron, OH – Associate Provost for Assessment – The University of Akron**

*AkronLawJobs No. 7094 Overview:* The Office of Academic Affairs (OAA) seeks an effective administrator to serve as Associate Provost for Assessment. The Associate Provost will report to the Provost and will work with faculty through their Chairs/Directors and Deans to strengthen the campus-wide learning outcomes assessment process. This process includes all course and degree program assessments at the undergraduate and graduate levels, the general education program, and co-curricular/experiential learning activities. The successful candidate will also work with Vice-Presidential areas as appropriate to ensure that adequate systems are in place for tracking assessment data and unit/ institution level progress on achievement metrics. The Associate Provost will also be responsible for initial and on-going training and professional development of faculty and staff with regard to assessment. The primary goal of this position is to champion the university’s ongoing efforts to develop a robust and effective assessment process.

*Qualifications:* The OAA seeks an individual with a minimum of a relevant Master’s Degree and prefer a Doctor of Philosophy. Will need a strong track record of leading assessment initiatives at a university level. The preferred candidate will have significant experience with regional accreditation from the assessment perspective. Candidates with a demonstrated understanding of the current criteria and processes utilized by The Higher Learning Commission with respect to assessment are preferred and are strongly encouraged to apply. The successful candidate will have demonstrated a commitment to shared leadership through previous campus activities, and will be recognized as a competent and effective administrator with substantial experience.

The successful candidate will also demonstrate: the ability to work effectively with all of the Colleges; strong interpersonal and communication skills; evidence of creativity and innovation in strategic planning and organizational development; and an understanding of the best practices and operational efficiencies in assessment.

*How to apply:* This is a new position and will remain open until filled. To apply for this position, you must complete the on-line application and attach statement of interest, current resume, and a list of three references with contact information to your profile. Go to [www.uakron.edu/jobs](http://www.uakron.edu/jobs) . Select external applicants and follow the prompts. Go to "My Activities" link and upload the required documents under the “My Cover Letters and Attachments section”.

Applicants should fully describe their qualifications and experience with reference to the minimum and preferred qualifications. This is the information on which the initial review of materials will be based. A resume may be submitted but will not be accepted in place of any information requested on the application. For assistance with your application or attachments please call 330-972-7089.

For complete details and to apply, please visit http://www.uakron.edu/jobs Job ID 9420

*Start Date:* The preferred/anticipated start date is July 1, 2016.

**Deadline: March 5, 2016**

**Akron, OH – Financial Advisors with Legal Expertise – The Sirak-Brockett Agency, LTD**

Sirak-Brockett Agency, LTD is a comprehensive financial services firm committed to helping individuals and businesses achieve and sustain success. Firm has a track record of developing recent law graduates into successful financial advisors. No previous work experience in this field is required. If interested, contact Jessica Ciccarelli, Agency Supervisor, at 330-493-3211 or [Jessica\_ciccarelli@glic.com](mailto:Jessica_ciccarelli@glic.com).

**Canton, OH – Program Administrator, Childrens Services – Stark County Department of Job & Family Services**

*AkronLawJobs No. 7089 Overview:* Directs major function of agency providing services in the field of child and adult protective services to individuals, groups, or the community.

*Duties*: Establish policies and procedures, with the Deputy Director and Assistant Deputy Director, administers Children Services programs and assumes responsibility for quality assurances. Defines scope of the services to be rendered within legislative regulations for public child welfare agency functioning. Responsible for establishing, reviewing and revising budgetary needs related to the multiple functions that belong to the program area. *Please see Symplicity ALJ listing 7089 for a complete listing of all of the job duties and qualifications.*

*Qualifications:* MA/MS plus a minimum of three-years supervisory experience in child welfare environment. **Licensure required for LSW with LISW or LISW-S preferred**. Valid Driver’s License to access work site and other work related locations as well as ability to maintain insurability AT ALL TIMES.

*Salary:* $28.41 - $29.56 per hour.

*How to apply:* [APPLY HERE](http://www.starkjfs.org/uploads/program-admin-cs-external-2016-4.pdf) and upload your cover letter and resume. NO PHONE CALLS WILL BE ACCEPTED.

**DEADLINE: March 11, 2016**

**Canton, OH – Reentry Program Specialist – Stark County Court of Common Pleas**

*AkronLawJobs No. 7083 Overview:* The position is responsible for identifying and coordinating services for individuals who are returning from Ohio institutions.

*Duties may include* administering risk assessments, performing program intakes, maintenance of accurate records and statistical data, submission of reports as required, working in collaboration with the Court, Probation Officers, and community providers as a part of a treatment team for the Reentry Court participants.

*Qualifications:* Must possess a Bachelors Degree or equivalent education and experience. Must possess a minimum of one (1) year experience in criminal justice or social services.

*Please note:* Unusual working conditions: Does require work in high-risk areas and high-risk situations.

*How to apply:* Please mail your resume and cover letter to Terri Bell, Reentry Court Director, Reentry Court Program, Stark County Court of Common Pleas, 201 Cleveland Avenue, Suite 105, Canton, OH 44702

**Deadline: March 9, 2016**

**Columbus, OH - TEMPORARY - Risk and Compliance Project – Robert Half Legal**

*AkronLawJobs No. 7091 Overview:* Robert Half Legal is actively recruiting for a long-term project in the risk and compliance industry. Client is a financial institution in the Columbus area.

*Qualifications:* Looking for JD’s, Paralegals, or those with BA/BS or MA/MS in areas including Psychology, Economics, Finance, Accounting, Engineering, Chemistry, Math, Physics, or Criminal Justice. Skills needed – problem solving, detail oriented, and an inquisitive nature.

*Time Line:* Project will begin mid-February and is expected to run for 3-6 months, 40 hours per week. All work will be completed on-site at the clients’ locations in North Columbus.

*How to apply:* THERE ARE TWO POSITIONS, PLEASE NOTE THAT YOU ARE APPLYING FOR THE RISK AND COMPLIANCE PROJECT. Send your cover letter and resume in Word format to [qxb9j-5399804642@job.craigslist.org](mailto:qxb9j-5399804642@job.craigslist.org)

**Deadline: March 11, 2016**

**Columbus, OH – Assistant Director – Law School Admissions – The Ohio State University**

*AkronLawJobs No. 7088 Overview:* The Moritz College of Law is seeking a dynamic admissions professional with a deep commitment to diversity to serve as Assistant Director of Admission, Diversity and Inclusion.

*Duties:* Will plan and implement outreach and recruiting strategy for the Office of Admissions; will counsel prospective students regarding admission to Law School. Will represent the College at on-campus and off-campus functions with regard to both admission and diversity and inclusion matters. Will serve as a liaison with pre-law advisors. Will have primary responsibility for Moritz Office of Admissions and Moritz Office of Diversity and Inclusion events, including open houses, admitted student visitation opportunity and Diversity and Inclusion program.

*Travel:* Substantial travel is required. Some evening and weekend work is required.

*Required Qualifications:* Bachelor’s Degree. Excellent writing, oral communication, presentation, interpersonal and organizational skills. Ability to manage multiple projects. Be self-motivated. Ability to exercise sound judgement in highly confidential settings. Ability to work with a diverse group of individuals.

*Desired Qualifications:* J.D. / MHE. Two or more years of admissions experience. Other professional experience in diversity and inclusion or student affairs.

*How to apply:* [APPLY HERE](https://www.jobsatosu.com/postings/68143) and fill out the online application. Attach your cover letter and resume.

**Deadline: February 28, 2016**

**New York City, NY – Fair Courts Project Community Educator – Lambda Legal**

*AkronLawJobs No. 7096 Overview:* Lambda Legal seeks a full-time Fair Courts Project Community Educator in its Education and Public Affairs Department to advance the Fair Courts Project’s state court advocacy efforts.

*Duties and Responsibilities:* The Fair Courts Project works to advance an independent, diverse and well-respected judiciary that upholds the constitutional and legal rights of LGBT people and those with HIV, while ensuring equal access to justice for everyone. The educator will engage the LGBT community on the important role that state courts play on issues affecting LGBT and HIV-related civil rights with a focus on promoting judicial diversity and access to justice in the courts. The educator will also maintain and conduct training programs for judges, attorneys and court personnel on gender and sexuality, LGBT, and HIV cultural competency, implicit bias, and relevant codes, canon, rules and laws. Advance educational and advocacy initiatives to promote diversity on the bench, combat bias in the legal system and defend the judiciary from attacks that threaten LGBT and HIV-related civil rights. Plan and execute substantive events, workshops and meetings on fair courts issues. Represent the Fair Courts Project in partnerships and coalition work. Speak at conferences, meetings and trainings. Assist with programmatic, development and administrative work, as well as recruitment and supervision of project interns.

*Qualifications:* Demonstrated awareness of and commitment to the concerns of the communities Lambda Legal represents. All applicants must have a strong interest in LGBT and HIV-related rights, a passion for issue advocacy, a high level of independence and initiative, strong speaking and writing ability, creativity, a willingness to travel, good judgment, and an enthusiasm for working with others. Bachelor’s degree is required. A working knowledge of the court system, legal procedure and constitutional law is preferred. Possess at least 3 to 4 years of experience with grassroots or grasstops organizing, political campaign building, training and advocacy experience, as well as a demonstrated ability to motivate and successfully mobilize diverse constituencies. Should have experience developing training materials, facilitating training for diverse audiences, and planning and implementing educational programs.

NO PHONE CALLS PLEASE

*How to apply:* Send resume and cover letter to Eric Lesh, Fair Courts Project Director, at [elesh@lambdalegal.org](mailto:elesh@lambdalegal.org). Include the words, “Fair Courts Project Community Educator” in the subject line of your e-mail.

**Deadline: March 18, 2016**

**Washington, DC – PSJD Fellowship – NALP**

*AkronLawJobs No. 7037 Overview:* The PSJD Fellow is the principal manager and administrator of the PSJD.org website. PSJD, which is a NALP initiative, is the nation’s largest public interest law jobs database, and also includes detailed information on thousands of public interest and government employers, as well as a library of resources to aid job seekers.

*Duties:* Develop of on-line educational content; Management of student interns; Basic technology and data management; Co-editing the PSJD Blog; Using social media to promote PSJD; Interacting with NALP members; Delivering presentations about the public interest job search; and other tasks as they arise.

*Qualifications:* A J.D. or anticipated by June, 2016; A demonstrated commitment to public service; The ability to interact well with legal and other professionals at law school and public service employer organizations; Strong computer/electronic media skills (a basic understanding of HTML, web design, and database management – or a background that would allow for quick learning in these areas – is highly desirable; Experience in the public service legal arena; Highly developed organizational and writing abilities; and public speaking experience.

*Salary:* $48,000 - $50,000 annually, depending on qualifications. Benefits include medical and dental coverage, paid holidays and vacation. This one-year fellowship will run from approximately mid-August 2016 through mid-August 2017, with a possible option to renew. Only candidates who can commit to a full year should apply.

*How to apply:* E-mail a cover letter and resume to Christina Jackson at [cjackson@nalp.org](mailto:cjackson@nalp.org). Please write “ATTN: PSJD Fellow Search” in the e-mail’s subject line. The cover letter should detail experience in public service work and with web-based technology/social media. Feel free to contact Ms. Jackson by e-mail with any questions about the position. Candidates selected for further consideration will be asked to submit a writing sample and at least three professional references.

**Deadline: March 11, 2016**

**Summary of Law-Related Teaching Positions (world-wide)**

<https://chroniclevitae.com/job_search?utf8=%E2%9C%93&job_search%5Bkeywords%5D=legal>

**Cleveland Area Office Space Available**

Perfect for the new attorney. Reasonably priced, one or two offices in beautiful, fully renovated suite in Beachwood office building. Complete with all the amenities, including receptionist, Wi-Fi, copier, fax machine, and kitchen. Secretarial services available for additional fee. Senior attorneys on-site, available for mentoring. Suite has generated referrals in the past. Contact David Pomerantz at #216-587-1221 or [dipfcc@aol.com](mailto:dipfcc@aol.com)

**Cuyahoga Falls Office Space Available**

Private practice shared office space available on Graham Road in Cuyahoga Falls. Prosecutor looking for anyone who might be interested in sharing office space with her. Contact Nicole Welsh at [welshesq@gmail.com](mailto:welshesq@gmail.com) or at 216-287-1999

**Office Sharing Available for Lawyer**

May perform legal services in exchange for rent.  Referrals possible from my established consumer bankruptcy, foreclosure defense, debt relief clientele in primarily Richland, Ashland and Crawford counties.  Lawyer could also apply for court-appointed cases in domestic, juvenile, and criminal cases.  Professional building, security, free parking.   [www.attymack.com](http://www.attymack.com)

**Warren, OH Office Space Available**

Two attorneys with over 30 years of experience have office space available in Warren, Ohio. Newly remodeled in a very high traffic, upscale area. Ideal for a recent graduate. Reasonable rates as well as plenty of overflow work or referrals available for the right candidate.  Please contact Attorney Adam C. Hunt for more details:  [adam@hunt-law-llc.com](mailto:adam@hunt-law-llc.com) (330) 469-9836

# Articles and Items of Interest:

# **The Secrets of Superstar Associates:**

# <http://www.americanbar.org/publications/tyl/topics/professional-development/the_secrets_superstar_associates.html>

# **Tips for Jobless Law School Grads:**

# <http://www.lawstudent.tv/2013/08/15/tips-for-jobless-law-school-grads-get-experience-on-your-resume/>

# **New Lawyers Need Administrative Law:**

# <http://www.ncbex.org/assets/media_files/Research/AMP-Final-2012-NCBE-Newly-Licensed-Lawyer-JAR.pdf>.

# **Exploring Growing Areas of Law**

# In a recent article from *Student Law,* the American Bar Association’s publication, Janan Hanna explores growing areas of law by focusing on “three areas of law that are starting to grow because of changing demographics, health care reform, and a poor economy.” Find the article here: <http://www.americanbar.org/publications/student_lawyer/2012-13/feb/exploring_areas_of_law.html>

**Silicon Valley Patent Office to start hiring examiners next month**

<http://m.bizjournals.com/sanjose/news/2015/03/13/silicon-valley-patent-office-to-start-hiring.html?r=full>

**A Note About AkronLawJobs**For those Akron Law alumni who are actively job searching, please be aware that you can search for job vacancy announcements any time right from the comfort of your own home or office. There is no need to wait for the monthly Alumni Career Connection. All job postings that the Career Planning Office receives are immediately posted on AkronLawJobs, the online job database powered by Symplicity. It is very easy to navigate and we encourage all of you to check it out. Username and password are required so please e-mail [lawcareerplanning@uakron.edu](mailto:lawcareerplanning@uakron.edu) or call our office at 330-972-5321 and we will set you up with an AkronLawJobs account. If, for some reason, you have misplaced your AkronLawJobs username or password, please stop by or e-mail the Career Planning Office at [lawcareerplanning@uakron.edu](mailto:lawcareerplanning@uakron.edu) and we will re-register you with AkronLawJobs.

**New York Pro Bono Bar Admission Requirement**: The New York Court of Appeals has recently adopted a new rule affecting applicants for bar admission in New York. In his Law Day address in May, 2012, Chief Judge Jonathan Lippman emphasized the need for additional resources to help ease the serious lack of legal services for those unable to pay for legal representation. Thousands of litigants appear pro se each year in New York courts, placing these litigants at a severe disadvantage in the legal system and detrimentally affects the administration of justice. One of Chief Judge Lippman's proposals for addressing this gap in access to justice is directed at encouraging pro bono activities, both by law students and the practicing bar. To improve the assistance available to unrepresented litigants and to ease the burden on legal services providers, Judge Lippman has spearheaded a new initiative that will require applicants for admission to the New York bar to demonstrate that they have performed 50 hours of qualifying pro bono work. Qualifying pro bono work must be law-related and conducted under the supervision of a law school faculty member, an attorney or a judge. The new rule (22 NYCRR 520.16) will take effect on January 1, 2015 so the graduates of the class of 2013 who seek bar admission in New York before the effective date will not need to comply with the new requirement. However, first- and second-year law students interested in practicing law in New York should begin acquiring their pro bono hours since those students will most likely apply for bar admission after the rule takes effect. The 50 hours of pro bono work is not a

pre-requisite for qualifying to take the New York bar examination, but the 50 hours of qualifying service must be completed before application for admission to the New York bar. The rule aims to instill in law students a greater appreciation of the fundamental responsibility of the legal profession to provide service to others, along with exposing law students to real-life legal issues. It is our hope that this rule will foster future members of the practicing bar who recognize the benefits of volunteering.

# [Alumni CC December 15, 2015.docx](\\\\uanet.edu\\files\\law Home\\CAREER\\Document Archive\\Career Connection - Alumni\\Alumni CC 2015\\Alumni CC December 15, 2015.docx)Useful Links:

**AkronLawJobs**: <https://law-akron-csm.symplicity.com/students>

**NALP Directory of Legal Employers**: <http://www.nalpdirectory.com/>

**PSJD (formerly PS Law Net) Career Central**: <http://www.psjd.org/>

**Martindale Hubbell Search Function**: <http://www.martindale.com/Find-Lawyers-and-Law-Firms.aspx>

**Martindale Hubbell Job Search**: <http://careers.martindale.com/c/search_results.cfm?action=Job-Seeker-Job-Search&site_id=7302>