

California State University, Fresno Association, Inc.

LAW CLERK – ADMINISTRATION/LEGAL

JOB ANNOUNCEMENT #18-909

POSITION SUMMARY:	<p>Internship position through the California State University, Fresno Association, Inc. The Law Clerk will provide legal assistance, research, writing and analysis to process or assist in the review and preparation of legal documents; and provide legal support to the Staff Counsel and Associate Staff Counsel in relation to the California State University, Fresno Auxiliary Organizations and its operating units. The Law Clerk shall be enrolled in law school and work while attending law school or shall be preparing for or waiting for results of a state bar examination. The Law Clerk will work on a temporary basis. The practice of Staff Counsel is primarily civil and transactional. Legal practice areas will include: education law, contract law, the law of corporations, and public agency law. Related occasional practice areas are commercial law, constitutional law, criminal law, real property law, personal property law, and the law of intellectual/intangible property. Regular office hours are Monday through Friday from 8:00 a.m. – 5:00 p.m. and summer office hours are 7:00 a.m. – 3:30 p.m.</p>
ESSENTIAL JOB FUNCTIONS:	<p>Essential duties and responsibilities include the following:</p> <ul style="list-style-type: none"> • Perform basic legal research and analyze legal issues utilizing sources such as statutes, codes, court decisions, legal documents and articles; • Prepare legal documents such as contracts and memoranda for review, approval and use by Staff Counsel; • Review legal documents and advise Staff Counsel or Associate Staff Counsel as to issues relative to such documents; • Gather factual information to assist Staff Counsel in determining appropriate legal action and present statements of law, fact and argument clearly and logically in written and oral form; • Effective communication and organizational skills; • Maintain confidentiality; • Other duties as assigned.
QUALIFICATIONS & EXPERIENCE:	<p><i>To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</i></p> <ul style="list-style-type: none"> • High School diploma required • Bachelor’s degree from an accredited educational institution preferred • Completion of the equivalent of one (1) year of full-time law school study and current enrollment in a California State Bar-approved school of law. <p>OTHER SKILLS AND ABILITIES</p> <ul style="list-style-type: none"> • Participation in law review, moot court, trial advocacy and other extracurricular activities which emphasize legal research and writing skills are a plus. • Computer literacy: Microsoft Word, Microsoft Excel, Microsoft Outlook, email. • Ability to listen to information, accurately document pertinent facts and make note of any further action, and accurately follow instructions. • Ability to work cooperatively with other employees of the Association. • Thorough knowledge of principles and techniques of organization, administration, and management as well as organizational structure, functions and activities of auxiliary corporations. • Ability to interact effectively on a routine basis with community leaders and the public, and with senior campus administrators.
SALARY:	Unpaid Internship
FILING DEADLINE:	Application review begins March 9, 2018; open until filled.
TO APPLY:	<p>Please visit the Auxiliary Human Resources page on our website at www.auxiliary.com for job announcement and application. Applications may be mailed, emailed, faxed or delivered in person to:</p> <p style="text-align: center;">California State University, Fresno Auxiliary Human Resources 2771 E. Shaw Ave. (there is no suite number)</p>

Fresno, CA 93710

Fax: (559) 278-0988

E-mail completed application & resume to: HRAUX@LISTSERV.csufresno.edu

RESUMES WILL NOT BE ACCEPTED WITHOUT A COMPLETED APPLICATION

California State University, Fresno is a smoke free campus. For more information, please click <http://fresnostate.edu/adminserv/smokefree/index.html>

Employment for this position is by the California State University, Fresno Association, Inc. This is not a State of California position.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY/ADA EMPLOYER