

Date: _____

Position Type:

- Part-time - hours ___/week
- Full-time
- Summer
- Internship
- Fellowship

Applicant Description (please check Box):

- 1L 2L 3L LLM
- Recent Graduate
- Alumni with _____ years of experience

Blind Listing? Yes No

Position Title: _____

Applicant Qualifications: _____

Salary (required if you are for-profit organization/law firm): \$ _____ unpaid

Employer Name: _____

Address: _____

City: _____ **State:** _____ **Zip:** _____

Contact Person: _____

Phone: _____ **Fax:** _____ **Email:** _____

Employer Primary Practice Area: _____

Employer Description (please check box):

- | | | | |
|---|---|--|---|
| <input type="checkbox"/> Law Firm | <input type="checkbox"/> Government-Federal | <input type="checkbox"/> Judiciary-Federal | <input type="checkbox"/> Public Interest/Non-profit |
| <input type="checkbox"/> Government-State | <input type="checkbox"/> Government-Local | <input type="checkbox"/> Judiciary-State | <input type="checkbox"/> Business/Corporation |
| <input type="checkbox"/> Government-Other | | <input type="checkbox"/> Judiciary-Admin | <input type="checkbox"/> Military |
| | | | <input type="checkbox"/> Academia |

If a Law Firm:

- | | | | |
|--|--|--|---------------------------------------|
| <input type="checkbox"/> Primarily Plaintiff | <input type="checkbox"/> Head Office | <input type="checkbox"/> Solo Practice | <input type="checkbox"/> 50-100Attys |
| <input type="checkbox"/> Primarily Defense | <input type="checkbox"/> Branch Office | <input type="checkbox"/> 2-10Attys | <input type="checkbox"/> 101-250Attys |
| <input type="checkbox"/> N/A | | <input type="checkbox"/> 11-25Attys | <input type="checkbox"/> 251-500Attys |
| | | <input type="checkbox"/> 26-50Attys | <input type="checkbox"/> 501+Attys |

How to receive applications:

Applicants can apply to you directly via: Email Fax Mail

OR

Our office collects and forwards applications via: Email Fax Mail

Application materials required (please check all that applies):

- Cover Letter Resume Writing Sample List of References (3) Transcript

Deadline for applications to be received by your office: 30 days 60 days other _____

Unless otherwise specified, this posting will appear for 30 days. If you would like the posting removed prior to then, please email your request to lwcareer@loyno.edu.

Position Description:

(Additional space is available on page three.)



**Career Development Office
Loyola University New Orleans**

Loyola University New Orleans College of Law has fully supported and fostered the policy of not discriminating on the basis of age, color, disability, national origin, race, religion, sex, gender identity or expression, or sexual orientation in its educational programs, admissions, employment practices, and in the activities it operates. This policy is in compliance with all applicable federal regulations and guidelines.

EMPLOYERS:

Sign and return the following statement to the Loyola University New Orleans College of Law, Career Development Office prior to posting a job.

STATEMENT OF COMPLIANCE

Name of Organization

is an Equal Opportunity Employer and complies with the Loyola University New Orleans College of Law policy of non-discrimination. We hire without regard to age, color, disability, national origin, race, religion, sex, gender identity or expression, or sexual orientation.

Signature

Date

Title

IMPORTANT

Please note that failure to sign and return this form intact, without any qualifications, may result in our referral of such failure to the appropriate University committee, to determine whether such failure is evidence of refusal to comply with Loyola's Non-Discrimination Policy, to determine whether Loyola facilities and services will continue to be available to your organization, and to determine what other action should be taken by the University.

