**JOB DESCRIPTION**

***Student Legal Services Clerical Intern***

The ASUW Student Legal Services Clerical Intern serves as a member of Student Legal Services (SLS) and reports to the Student Legal Services attorney. This position is hired by ASUW Executive Leadership and the SLS attorney. The primary role of this position is to assist the SLS attorney in clerical work and coordinate and host annual programming for the SLS office. This is a paid internship position. During the spring 2021 semester (January through May), the ASUW Student Legal Services Clerical Intern will receive $18 per hour and can work up to 20 hours a week. An internship for college credit may be available to qualifying students. Internship requirements must be completed in addition to the responsibilities outlined below.

# **Minimum Qualifications**

* Must be an enrolled student at the University of Wyoming throughout the term of employment
* Currently have a cumulative GPA of no less than the university mandated minimum GPA to graduate in their current major, and maintain that minimum throughout the term of employment

**Desired Qualifications**

* Previous experience in organizing events and programming
* Excellent public speaking and organizational skills
* Vested interest in serving students
* Currently enrolled in law school or other program with an emphasis on the law

**Responsibilities:**

1. Schedule appointments for the SLS attorney. This includes screening them for eligibility and conflicts prior to setting the appointment
2. Organize and coordinate yearly programming for the SLS Office including informational workshops and presentations that are relevant to students
3. Plan and carry out marketing strategies for SLS workshops and presentations
4. Make copies for SLS attorney and student clients when requested
5. Revise SLS forms when necessary
6. Compile monthly SLS statistical summaries for ASUW Leadership
7. Provide technical services for maintenance, support and expansion of SLS database and SLS website
8. Conduct legal research as directed
9. Develop survey or assessment tools as directed and aid in carrying out any surveys or assessments as directed and appropriate
10. Any other duties that may be appropriate as requested by the SLS attorney

**Student Legal Services Intern Application**

This application should be used to apply for ASUW Student Legal Services Clerical Intern position. Please **submit applications before midnight on Monday, December 21st**. Applications will be accepted after December 21st and will be considered after the first round of candidates. Any questions regarding the application and/or hiring process should be emailed to [asuwgov@uwyo.edu](mailto:asuwgov@uwyo.edu).

**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ W#: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Class Standing: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** **Major: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Cumulative GPA:**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Hours Currently Enrolled in: \_\_\_\_\_\_\_\_\_\_\_\_**

**Attach to this Application:**

1. Cover Letter
   1. Why you are interested in the position
   2. Specific experience or education that qualifies you for this particular position
   3. Specific ideas that you have for this position
   4. Any other special abilities which may be beneficial to ASUW Student Government
2. Resume
3. Two References

**How many hours per week would you be willing to serve in this position? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

*I hereby grant the UW Dean of Students Office permission to provide verification of my grade point average, hours carried, and the lack of any judicial record to the Assistant Dean of Students as the ASUW Advisor to ensure that the ASUW Constitutional requirements are not violated. This release remains in effect as long as I serve as an appointed member of ASUW at the University of Wyoming. (Members of the ASUW shall not be eligible to serve as a representative of the ASUW Executive, Legislative, or Judicial branches if they have committed acts which compromise their integrity as a student leader and representative of the ASUW or on conduct probation through the Dean of Students office).*

**Signature:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Interviews for qualified applicants will be conducted following the preferred application deadline.

**Please submit cover letter, resume and this application sheet electronically to** [**asuwgov@uwyo.edu**](mailto:asuwgov@uwyo.edu)**.**