



COLORADO LAW

UNIVERSITY OF COLORADO LAW SCHOOL

## *Buffalaw Jobs*

*Career Development  
Alumni Newsletter*

## Equal Employment Opportunity Policy

The University of Colorado Law School for years has recognized the shortage of minority group members and women in the legal profession and has sought to rectify the unequal opportunity for law study by active recruitment of these and other groups that have historically experienced discrimination. Because of our special responsibilities as a state-supported institution, and because of our commitment to providing our students and graduates with equal opportunity to obtain employment, we have adopted a policy of non-discrimination in the operation of the Office of Career Development. Please note that by utilizing the services and facilities of the Office of Career Development you are agreeing to comply with the Law School's Equal Employment Opportunity Policy. The University of Colorado does not discriminate on the basis of race, color, national origin, sex, age, disability, creed, religion, sexual orientation, or veteran status in admission to, and treatment and employment in, its educational programs and activities.

### STAFF

Todd Rogers, Assistant Dean for Career Development  
Alexia McCaskill, Dir. for Public Sector  
Jennifer Winslow, Dir. for Private Sector  
Karen Trojanowski, Dir. for Alternative Careers  
Annie Wills, Program & Marketing Coordinator

### HOURS

8:30 a.m. – 5:30 p.m. Monday – Friday

### MAILING ADDRESS

University of Colorado Law School  
Office of Career Development  
Campus Box 401  
Wolf Law Building, Suite 327  
Boulder, Colorado 80309-0401  
Phone: (303) 492-8651  
Fax: (303) 492-1335  
E-mail: [lscareer@colorado.edu](mailto:lscareer@colorado.edu)  
Website: [www.colorado.edu/law/careers](http://www.colorado.edu/law/careers)

### SUBSCRIPTION INFORMATION

Subscriptions to the CU Law School's Career Development Alumni Job Bulletin are available at the following rates:

Alumni of CU School of Law – This newsletter is FREE for all CU Law alumni.

Institutions – \$60.00 per six months.

Others (includes alumni from other law schools) – \$60.00 per six months.

You may subscribe by writing to the Career Development Office at the address above. Please enclose a check or money order payable to "University of Colorado" and indicate your e-mail address.

**Subscription fees are non-refundable.**

**Admissions Professional** Atlanta's John Marshall Law School  
(Atlanta, GA)

<b>Position Type:</b>	Academic
<b>Practice Area(s):</b>	Alternative Career
<b>Geographic Preference(s):</b>	California
<b>Description:</b>	Savannah Law School (SLS), a branch of Atlanta's John Marshall law School (AJMLS), has an exciting and challenging opportunity for an experienced Admissions professional. SLS is seeking to hire a motivated, hands-on individual as the Assistant Director of Admissions. The Assistant Director of Admissions will be responsible for developing, implementing and evaluating strategies for the recruitment, admission and matriculation of all Juris Doctor (JD) students to the Law School. Reporting to the Associate Dean of Recruitment and Marketing at AJMLS and SLS, this position will also be responsible for near-term Admissions Operations Planning, Organization and Management, Open Houses and Orientation. The Assistant Director of Admissions will be actively involved with the Admissions Committee and will attend Law School Admissions Council annual conferences when required. The ideal candidate will have a Bachelor's degree from an accredited college or university and 7 to 10 years experience in an admissions function at the undergraduate or graduate school level; law school admissions experience is a plus; and proficiency with the ACES2. The ability to travel frequently is required. Candidate will have keen strategic planning as well as project and team management skills.
<b>Desired Class Level:</b>	Alumni
<b>Contact:</b>	Cynthia Crawford 1422 West Peachtree St. NW Atlanta, Georgia 30309 United States
<b>Resume Receipt:</b>	Other (see below)
<b>How to Apply:</b>	Interested candidates may submit their letter of interest, along with a current professional resume, the names of three references, and salary expectations, to:  Savannah Law School C/O Atlanta's John Marshall Law School Attn: Ms. Cynthia Crawford 1422 West Peachtree Street, N.W. Atlanta, Georgia 30309  or ccrawford@johnmarshall.edu  NO PHONE CALLS PLEASE
<b>Additional Documents:</b>	Cover Letter, Other Documents
<b>ID:</b>	13787

## Law Clerk Reed Group (Broomfield, CO)

<b>Position Type:</b>	Paid Intern, Part Time, Spring
<b>Geographic Preference(s):</b>	Colorado
<b>Description:</b>	<p>Reed Group has an immediate opportunity for law clerk project work through approximately February 2012. Cite checking, proofing, and verification on a major publication project. Initial projects now waiting will take approximately 30 hours, then average 10 hours per week. More work might be available beyond February.</p> <p>3rd year law student preferred. Required skills: legal research, citation forms, some analysis, attention to detail. Familiarity with the federal Family and Medical Leave Act and state counterparts a plus but not required.</p> <p>Most work can be done remotely. Work space is available at Reed Group's offices if preferred. (Westminster on Hwy 36 corridor.) Law clerk will need his or her own computer, offsite internet connection, email.</p> <p>Paid by size of projects, estimated to equal about \$17-18 per hour.</p> <p>Send resume and contact information to <a href="mailto:mcardi@reedgroup.com">mcardi@reedgroup.com</a>. Please indicate availability from now through February 2012.</p>
<b>Desired Class Level:</b>	3L, Alumni
<b>Contact:</b>	Karin Lindgren 10155 Westmoor Dr # 210 Broomfield, Colorado 80021-2590 United States
<b>Resume Receipt:</b>	Other (see below)
<b>How to Apply:</b>	Send resume and contact information to Marti Cardí at <a href="mailto:mcardi@reedgroup.com">mcardi@reedgroup.com</a> .
<b>ID:</b>	13842

## Litigation and Transactional Associate Onsager, Staelin & Guyerson

<b>Position Type:</b>	Entry-Level Attorney (0-3 years)
<b>Geographic Preference(s):</b>	Colorado
<b>Description:</b>	Onsager, Staelin & Guyerson, LLC is accepting resumes for a litigation and transactional associate attorney position. Qualifications include 1+ years of litigation experience or clerkship, effective writing, communication and research skills and a desire to learn and be exposed to a multitude of different issues and experiences. Business or bankruptcy experience helpful. This posting taken from COBAR job site.
<b>Desired Class Level:</b>	Alumni
<b>Salary Range:</b>	Negotiable/DOE
<b>Contact:</b>	mguyerson@osglaw.com
<b>Resume Receipt:</b>	Other (see below)
<b>How to Apply:</b>	Please submit a cover letter, resume, transcripts, references, salary requirements, and a writing sample for consideration to mguyerson@osglaw.com. No phone calls or recruiters.
<b>Additional Documents:</b>	Cover Letter, Unofficial Transcript, Writing Sample, Other Documents
<b>Requested Document Notes:</b>	References Salary Requirements
<b>ID:</b>	12909

## Non-Traditional Associate Attorney Omni Financial (Broomfield, CO)

<b>Position Type:</b>	Entry-Level Attorney (0-3 years), Mid-Level Attorney (3-7 years), Senior Attorney (8+ years)
<b>Practice Area(s):</b>	Taxation
<b>Geographic Preference(s):</b>	Colorado
<b>Description:</b>	<p>Omni Financial is a rapidly expanding Tax Resolution firm specializing in negotiating tax liabilities for individuals and businesses. Our staff includes the best attorneys, enrolled agents, and para-assistants in the industry. We are dedicated to achieving the absolute best resolution for our clients. Omni Financial is currently seeking licensed, non-traditional attorneys to mediate IRS, State, and other creditor issues through active representation and negotiation toward resolution.</p> <p>Duties/Responsibilities</p> <ul style="list-style-type: none"> <li>-- Negotiate directly with IRS and State taxing authorities</li> <li>-- Manage a small administrative staff</li> <li>-- Analyze client cases for resolution potential</li> <li>-- Build strong relationships with clients</li> </ul> <p>Skills/Requirements</p> <ul style="list-style-type: none"> <li>-- Effective written and oral communication skills</li> <li>-- Strong negotiating, problem solving and teamwork skills</li> <li>-- Ability to connect with individuals from diverse backgrounds</li> <li>-- Experience with Microsoft Office programs (Word, Excel, etc.)</li> <li>-- Knowledge of basic financial concepts</li> </ul>
<b>Desired Class Level:</b>	Alumni
<b>Contact:</b>	Karla Trainer Production HR Manager 380 Interlocken Cres. Broomfield, Colorado 80021 United States <a href="http://www.omni-financial.com">http://www.omni-financial.com</a>
<b>Resume Receipt:</b>	E-mail
<b>Default email for resumes.:</b>	KarlaT@omni-financial.com
<b>Additional Documents:</b>	Cover Letter
<b>ID:</b>	12933

## Associate Itkowitz & Harwood (New York, NY)

<b>Position Type:</b>	Entry-Level Attorney (0-3 years)
<b>Practice Area(s):</b>	Litigation
<b>Description:</b>	<p>Itkowitz &amp; Harwood is a boutique law firm with a wide-ranging litigation practice that has a thematic core of real property related matters. We are based in New York City, with offices in Manhattan, Chatham, Great Neck, Newark, and Connecticut. I&amp;H handles complex trials (jury and non-jury) and appeals in both State and Federal Courts, including Bankruptcy Court. I&amp;H brings together superior practitioners, the most advanced legal technology, and innovative legal project management, delivering unmatched value to its sophisticated commercial clients.</p> <p><b>Position:</b> We are looking for an entry-level associate from the Class of 2011 or 2010 to work on litigation and some transactional matters in the Manhattan Office. Applicants must have either passed the July 2011 New York State Bar Exam or be admitted in New York State. This is an excellent job for early in ones career because you will gain a great deal of training and experience. See our websites Careers section (<a href="http://www.itkowitz.com/careers">www.itkowitz.com/careers</a>) for much more information.</p> <p><b>Compensation:</b> \$60,000.00 per year. Salaries typically progress here as follows. 1st yr. = 60k; 2nd yr. = 80k; 3rd yr. = 100k; 4th yr. = 120k; etc. Obviously, this is subject to change as the market changes.</p> <p>United Health Care-Oxford Health Care Insurance; Transit Check; paid jury duty; discounted NYSC memberships; a lot of free CLE. Focus on quality of life.</p> <p><b>Application Process:</b> Send resume and cover letter to Michelle Maratto at <a href="mailto:managingpartner@itkowitz.com">managingpartner@itkowitz.com</a>.</p> <p><b>PLEASE:</b></p> <p>A. State clearly and exactly your bar status in the first sentence of the cover letter;</p> <p>B. Indicate where you saw the ad in the first sentence of the cover letter;</p> <p>C. Only email (do not call or fax or mail hard copy);</p> <p>D. Only send resume and cover letter (no writing samples, transcripts or references); and</p> <p>E. Mention in the re line of the email that you are applying for Job # AT-00012.</p> <p><b>Thank You for Applying:</b> We typically get many applications for a position such as this. We read them all. If we do not respond to your resume it is not because we do not appreciate your application and your qualifications -- we understand that each application represents someones time and effort. The volume of resumes we receive simply makes it untenable to respond to applicants that we are unable to interview at this time.</p>

	Thank you.
<b>Desired Class Level:</b>	Alumni
<b>Posting Date:</b>	December 6, 2011
<b>Expiration Date:</b>	January 5, 2012
<b>Contact:</b>	Ms. Michelle Maratto Managing Partner 305 Broadway 7th Floor New York, New York 10007 United States
<b>Resume Receipt:</b>	E-mail
<b>Default email for resumes.:</b>	mmaratto@itkowitz.com
<b>Additional Documents:</b>	Cover Letter
<b>Requested Document Notes:</b>	PLEASE:  A. State clearly and exactly your bar status in the first sentence of the cover letter;  B. Indicate where you saw the ad in the first sentence of the cover letter;  C. Only email (do not call or fax or mail hardcopy);  D. Only send resume and cover letter (no writing samples, transcripts or references); and  E. Mention in the re line of the email that you are applying for Job # AT-00012.
<b>ID:</b>	13759



**Assistant Attorney General Colorado Office of the Attorney General (Denver, CO)**

<b>Position Type:</b>	Mid-Level Attorney (3-7 years)
<b>Practice Area(s):</b>	Criminal
<b>Geographic Preference(s):</b>	Colorado- Denver
<b>Description:</b>	<p>This position serves as the Assistant Attorney General with the Colorado Justice Review Project in the Criminal Justice Section of the Attorney General’s Office. The Colorado Justice Review Project (the JRP) began in January 2010 with an award from the National Institute of Justice to review murder, manslaughter and sexual assault convictions to identify where postconviction DNA testing could possibly exonerate an innocent inmate. The National Institute of Justice has recently awarded the Colorado Attorney General’s Office another 18-month grant of more than \$1.2 million dollars to continue the mission of the JRP I in identifying wrongfully-convicted inmates, but this grant project will expand the class of crimes to include other violent felonies. The Denver District Attorney’s Office will review all cases which originated in Denver County; the Attorney General’s Office will review all cases which originated in one of the other 21 counties of Colorado outside of Denver.</p> <p>The Assistant Attorney General hired to fill this 18-month position will draw on trial and litigation experience to conduct substantive case reviews using appellate and trial files, interview witnesses, attorneys and inmates, file the appropriate legal motions or briefs, and train and supervise a staff of legal interns. In addition, the position will be responsible for communications with the National Institute of Justice, including preparing bi-annual reports, and will serve as a liaison between the Attorney General’s Office and the district attorney’s offices, district courts and police agencies of the 21 counties across Colorado. The Assistant Attorney General will also participate in training, lectures and presentations about the Colorado Justice Review Project. This position will require frequent travel within the State and may include overnight stays. The Assistant Attorney General will report to the Deputy of the Criminal Justice Section.</p> <p><b>Minimum Job Qualifications:</b>  The successful candidate must be admitted to the Colorado Bar and in good standing or eligible for admission on motion based on reciprocity. The candidate must have a minimum of five (5) years felony experience including work on homicides, sexual assaults, robberies, burglaries and other violent crime cases and have a strong working knowledge of all aspects of criminal procedure. Exceptional written and oral communication skills are necessary, as well as strong leadership and management skills. Excellent writing and oral communication skills required and some supervisory experience strongly preferred.</p> <p>All candidates for employment must successfully pass a thorough criminal background check.</p> <p>The Office of the Attorney General offers the opportunity to be involved in challenging, interesting and meaningful work. We are an equal opportunity employer and believe that a diverse work force adds quality and perspective to the services we provide to the public. We encourage candidates with diverse qualities and backgrounds to apply.</p>

	NOTE: Continued employment after the 18-month grant period is possible, but not guaranteed.
<b>Desired Class Level:</b>	Alumni
<b>Posting Date:</b>	December 29, 2011
<b>Expiration Date:</b>	January 6, 2012
<b>Job Duration:</b>	18 months
<b>Contact:</b>	Mr. Michael T. Dougherty Senior Assistant Attorney General 1525 Sherman Street Denver, Colorado 80302 United States <a href="http://www.coloradoattorneygeneral.gov/about_ag">http://www.coloradoattorneygeneral.gov/about_ag</a>
<b>Resume Receipt:</b>	Other (see below)
<b>How to Apply:</b>	Please submit a cover letter, resume, writing sample, and three professional references to: Michael T. Dougherty Deputy Attorney General Criminal Justice Section Office of the Attorney General 1525 Sherman Street, 7th Floor Denver, CO 80203 FAX: (303) 866-3955 Email: <a href="mailto:michael.dougherty@state.co.us">michael.dougherty@state.co.us</a>
<b>Additional Documents:</b>	Cover Letter, Writing Sample, Other Documents
<b>ID:</b>	13849

## Attorney (Job Posting 63816667) US Postal Service (Denver, CO)

<b>Position Type:</b>	Full Time, Mid-Level Attorney (3-7 years)
<b>Geographic Preference(s):</b>	Pennsylvania
<b>Description:</b>	<p><b>Facility Location</b>  GENERAL COUNSEL/EASTERN AREA LAW OFFICE  3190 SOUTH 70th Street  PHILADELPHIA, PA 19153-3244</p> <p><b>Position Information</b>  GRADE: U - 01  FLSA DESIGNATION: Exempt  OCCUPATION CODE: 0905-4034  NON-SCHEDULED DAYS: Sat/Sun  HOURS: 08:00 a.m.-5:00 p.m.  SALARY RANGE: 70.200,00 - 149.800,00 USD Annually  FINANCE NUMBER: 419950</p> <p><b>Functional Purpose</b>  Provides representation and advice to Postal Service officials involving the interpretation of statutes, regulations, contracts, and precedents; or the presentation of cases before administrative bodies in a general area of the law.</p> <p><b>DUTIES AND RESPONSIBILITIES</b></p> <ol style="list-style-type: none"> <li>1. Conducts legal research and prepares written material for use in representing the Postal Service and advising postal management officials.</li> <li>2. Participates in conferences necessary to representing or advising Postal Service officials.</li> <li>3. Directly advises postal management officials or represents the Postal Service in legal matters involving outside parties.</li> <li>4. Prepares replies to inquiries from Congress, government agencies, and the public.</li> <li>5. Prepares opinions, memoranda, decisions, regulations, testimony, or formal filings in proceedings in which the Postal Service is a party.</li> </ol> <p>The United States Postal Service has the following excellent and challenging employment opportunity for highly motivated and innovative individuals. Successful candidates must demonstrate through a combination of education, training, and experience the following requirements:  Applicants must demonstrate through a combination of education, training, and experience the following requirements: A minimum of three years of legal experience including (1) providing contracting advice to clients in the federal government or the private sector; and (2) litigation before administrative agencies or federal courts. Completion of a federal judicial clerkship of at least one year would count toward the five years legal experience requirement. This experience must be specifically documented in the applicant's resume. Exceptional analytical and negotiation skills, the ability to explain legal concepts to non-attorney clients, the ability to manage a demanding and diverse case load, and an ability to work in a team environment effectively are essential. Demonstrated excellence in legal and factual research and writing is required. Applicants must have a J.D. or LL.M. awarded by an ABA accredited law school. Applicants must be an active member in good standing of a state bar.</p>

	<p>Qualified applicants must successfully pass a pre-employment drug screening to meet the U.S. Postal Service's requirement to be drug free. Applicants must also be a U.S. citizen or have permanent resident alien status.</p> <p><b>IMPORTANT INFORMATION:</b>  Applications must be submitted by 11:59 p.m., Central Time, of the posting's closing date. Applicants claiming veterans' preference must attach a copy of member copy 4 (only) of Certificate of Release or Discharge from Active Duty (DD Form 214) or other proof of eligibility if claiming 10-point veterans' preference. The United States Postal Service (USPS) is an equal opportunity employer. The USPS provides reasonable accommodation for any part of the application, interview, and/or selection process, please make your request to the examiner, selecting official or local manager of Human Resources. This request can also be made by someone on your behalf. Explain the nature of your limitations and the accommodation needed. The decision on granting reasonable accommodation will be on a case-by-case basis.</p> <p><b>SPECIAL NOTE:</b> Current career Postal Service employees are ineligible to apply to this posting</p>
<b>Desired Class Level:</b>	Alumni
<b>Posting Date:</b>	December 29, 2011
<b>Expiration Date:</b>	January 6, 2012
<b>Contact:</b>	Terri Richardson
<b>Resume Receipt:</b>	Other (see below)
<b>How to Apply:</b>	<a href="http://about.usps.com/careers/welcome.htm">http://about.usps.com/careers/welcome.htm</a>
<b>Additional Documents:</b>	Cover Letter, Writing Sample
<b>Requested Document Notes:</b>	A COVER LETTER, RESUME AND WRITING SAMPLE ARE REQUIRED.
<b>ID:</b>	13853

**Litigation Associate** Brownstein Hyatt Farber Schreck (Denver, CO)

<b>Position Type:</b>	Entry-Level Attorney (0-3 years), Full Time
<b>Practice Area(s):</b>	Litigation
<b>Geographic Preference(s):</b>	Colorado- Denver
<b>Description:</b>	The Denver office of Brownstein Hyatt Farber Schreck is seeking a litigation associate with 2 years of experience. Candidates should have a proven track record in legal research and drafting of pleadings, memos, and briefs. Excellent academic performance, law journal or law review, strong writing and analytical skills, interpersonal skills and the ability to work in a team environment required. No search firms please.
<b>Desired Class Level:</b>	Alumni
<b>Posting Date:</b>	December 7, 2011
<b>Expiration Date:</b>	January 6, 2012
<b>Contact:</b>	Jean Howery Director of Attorney Recruitment 410 17th Street 22nd Floor Denver, Colorado 80202 United States <a href="http://www.bhfs.com">http://www.bhfs.com</a>
<b>Resume Receipt:</b>	Other (see below)
<b>Default email for resumes.:</b>	JHowery@BHFS.com
<b>How to Apply:</b>	Email to JHowery@BHFS.com
<b>Additional Documents:</b>	Cover Letter, Unofficial Transcript, Writing Sample, Other Documents
<b>Requested Document Notes:</b>	Please submit resume, transcripts, writing sample and professional references to Jean Howery, Director of Attorney Recruitment at <a href="mailto:jhowery@bhfs.com">jhowery@bhfs.com</a> .
<b>ID:</b>	13775

**Associate Attorney** Bettenberg, Sharshel & Maguire, LLC  
(Centennial, CO)

<b>Position Type:</b>	Entry-Level Attorney (0-3 years), Full Time
<b>Practice Area(s):</b>	Children/Juvenile
<b>Geographic Preference(s):</b>	Colorado
<b>Description:</b>	Law Firm seeking attorney to join firm located in Centennial, Colorado whose primary focus is Guardian ad litem work. Position available is for a full time associate attorney position in Arapahoe County, representing the best interests of children in both Dependency & Neglect and Juvenile Delinquency cases as a Guardian ad litem. Candidate must be willing to work in a fast paced, multidisciplinary law office with a team approach. Interest in child advocacy and ability to manage the unique type of cases this particular practice handles is necessary. Prior experience with juvenile law is preferred but not required. Candidate must be licensed in the state of Colorado.
<b>Desired Class Level:</b>	Alumni
<b>Posting Date:</b>	November 8, 2011
<b>Expiration Date:</b>	January 8, 2012
<b>Salary Range:</b>	40,000 - 49,999
<b>Contact:</b>	Alison A. Bettenberg Managing Partner 7009 S. Potomac, Suite 220 Centennial , Colorado 80112 United States
<b>Resume Receipt:</b>	Other (see below)
<b>How to Apply:</b>	Send Resume and Cover Letter via email to: Alison A. Bettenberg Managing Partner Bettenberg, Sharshel & Maguire, LLC abettenberg@bsmlawfirm.us
<b>Additional Documents:</b>	Cover Letter
<b>ID:</b>	13643

## Corporate Counsel Aon Corporation (NYC, NY)

<b>Position Type:</b>	Entry-Level Attorney (0-3 years), Full Time, Mid-Level Attorney (3-7 years)
<b>Practice Area(s):</b>	Insurance, Risk Management
<b>Geographic Preference(s):</b>	New York
<b>Description:</b>	<p>Aon Corporation (NYSE: AON) is the leading global provider of risk management services, insurance and reinsurance brokerage, and human capital consulting. Through its more than 60,000 colleagues worldwide, Aon delivers distinctive client value via innovative and effective risk management and workforce productivity solutions. Aon's industry-leading global resources and technical expertise are delivered locally through more than 500 offices in more than 120 countries. Named the world's best broker by Euromoney magazine's 2008 and 2009 Insurance Survey, Aon also ranked highest on Business Insurance's listing of the world's largest insurance brokers based on commercial retail, wholesale, reinsurance and personal lines brokerage revenues in 2008 and 2009. A.M. Best deemed Aon the number one insurance broker based on brokerage revenues in 2007, 2008, and 2009, and Aon was voted best insurance intermediary, best reinsurance intermediary and best employee benefits consulting firm in 2007, 2008 and 2009 by the readers of Business Insurance.</p> <p>Founded in Chicago, Illinois in 1919, Aon has evolved from a regional insurance broker to one of the premier global professional services firms through the development of an unparalleled network of globally-owned resources. Aon's Risk Solutions business offers retail brokerage services, including advisory services to financial institutions, marine, aviation, construction, healthcare, entertainment and energy industries; risk management solutions that cover property, general liability, directors' and officers' liability, and personal lines to individuals, associations and businesses; and premium finance services, as well as engages in captive management services.</p> <p><b>POSITION SUMMARY:</b></p> <p>Aon Risk Solutions, the retail insurance brokerage operations of Aon Corporation, is seeking candidates for the position of Corporate Counsel, providing legal expertise to its operations throughout the United States. The successful candidate, based in New York, will report to Chief Counsel, ARS-US, and furnish legal expertise to management and staff by:</p> <p>Advising brokerage staff on how to execute property and casualty insurance placements in compliance with all applicable laws;</p> <p>Drafting and negotiating corporate agreements with clients, including compensation and disclosure contracts;</p> <p>Negotiating Agency contracts with insurance markets;</p> <p>Reviewing advertising materials for compliance with local and federal laws;</p> <p>Assisting brokers in the mitigation of potential errors and omissions through application of candidate's™ detailed knowledge of the responsibilities of insurance brokers and the duties owed by insurers to policyholders under the law.</p> <p><b>REQUIRED SKILLS / EXPERIENCE:</b></p>

	<p>The ideal candidate will be a licensed attorney in good standing and possess three to six years experience in the field of insurance law, with a detailed understanding of the legal and regulatory framework under which property and casualty insurance brokers are required to operate;</p> <p>Interfacing with a sophisticated Fortune 500 clientele, drafting and negotiating complex corporate agreements with sophisticated counterparties, identifying areas of legal concern in a company's day-to-day operations and providing practical, timely solutions to business partners are all desired qualities. Candidates with experience in resolving property and casualty insurance coverage disputes will be viewed as possessing many of these traits.</p> <p>Aon offers competitive compensation, exceptional benefits, continuing education &amp; training, a unique internal advancement program, and tremendous potential with a growing worldwide organization.</p> <p>Aon's professionals are unwavering in their client focus and integrity. We promote diversity, professional development, frugality and stewardship, applying a disciplined non-bureaucratic approach to help our clients realize their business potential. Drawing on our experienced team as a competitive advantage, Aon employees have the freedom to take risks, foster innovation, and champion for change and replicate best practices.</p> <p>For more information about Aon Corporation, visit our website at <a href="http://www.aon.com">http://www.aon.com</a>.</p> <p>Aon is an equal opportunity employer committed to a diverse workforce. M/F/D/V</p> <p>DISCLAIMER:</p> <p>Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.</p>
<b>Desired Class Level:</b>	Alumni
<b>Posting Date:</b>	November 8, 2011
<b>Expiration Date:</b>	January 8, 2012
<b>Contact:</b>	HR
<b>Resume Receipt:</b>	Other (see below)
<b>How to Apply:</b>	<p>Apply through:</p> <p><a href="https://careers.aon.authoria.com/viewjob.html?optlink-view=view-89978&amp;ERFormID=newjoblist&amp;ERFormCode=any">https://careers.aon.authoria.com/viewjob.html?optlink-view=view-89978&amp;ERFormID=newjoblist&amp;ERFormCode=any</a></p>
<b>Additional Documents:</b>	Other Documents
<b>ID:</b>	13639



**Corporate Investigative Research Analyst** Aon Corporation (NYC, NY)

<b>Position Type:</b>	Entry-Level Attorney (0-3 years), Full Time, Mid-Level Attorney (3-7 years)
<b>Practice Area(s):</b>	Insurance, Risk Management
<b>Geographic Preference(s):</b>	Multiple Locations
<b>Description:</b>	<p>Aon is a global leader in risk management, insurance and reinsurance brokerage, human capital and management consulting, and outsourcing with more than 43,000 employees in 500 offices in more than 120 countries. We integrate customized services, leverage expertise across industries and apply business knowledge to our clients' strategic goals. Aon helps clients anticipate how change intersects with opportunity. Each of our clients has unique business needs, so we have developed expertise for a complete range of business processes, products and industries. Aon's account and relationship managers form a comprehensive perspective of our clients' organizations, matching our expertise to their business strategy.</p> <p>Aon's Corporate Investigative Solutions practice provides research and intelligence to public and private corporations, investment firms, financial institutions, law firms, governmental entities and not-for-profits. Aon's team of research analysts assists clients with their diverse intelligence needs including, but not limited to, investigative due diligence, competitive intelligence, asset searches and internal investigations. Members of this practice unit include investigative journalists, information professionals and business research analysts. Aon is a global leader in human capital and management consulting with more than 36,000 employees in 500 offices in more than 120 countries. We integrate customized services, leverage expertise across industries and apply business knowledge to our clients' strategic goals.</p> <p>We currently have an exciting opportunity for a professional Corporate Investigative Research Analyst, who may be located in any of the following locations:</p> <p>New York, NY Chicago, IL</p> <p><b>DESCRIPTION of DUTIES and RESPONSIBILITIES:</b></p> <p>Corporate Investigative Solutions analysts provide customized investigations related to investigative due diligence, asset searches, support of litigation, internal investigations and competitive intelligence. The analysts achieve valuable results for clients by searching a broad range of professional online databases as well as the Internet, litigation records, Securities and Exchange Commission records, business filings and other public records sources. This information is analyzed, summarized and presented in a written professional format to our clients.</p> <p><b>MINIMUM REQUIRED WORK EXPERIENCE:</b></p> <ul style="list-style-type: none"> <li>--3 - 5+ years of recent professional-level investigative research experience.</li> <li>--Familiarity with civil and criminal litigation records, SEC documents, and other public records.</li> <li>--Ability to communicate effectively with clients and team.</li> </ul>

	<p><b>SPECIAL SKILLS REQUIRED:</b></p> <ul style="list-style-type: none"> <li>--Highly proficient with searching online full text databases and electronic services such as LexisNexis, PACER, IRB, Thomson Reuters CLEAR, Dialog, Factiva, Dun &amp; Bradstreet, and others.</li> <li>--The ability to accurately analyze and interpret data, concisely present findings and meet deadlines while maintaining a strong client and team focused orientation.</li> <li>--Demonstrated strong analytical, writing and presentation skills.</li> <li>--The ability to communicate complex ideas concisely, articulately and accurately both verbally and in written form.</li> </ul> <p><b>MINIMUM REQUIRED EDUCATION:</b></p> <ul style="list-style-type: none"> <li>--A Bachelors Degree or higher from an accredited university is strongly preferred</li> <li>--Proven academic accomplishments.</li> </ul> <p>Aon offers competitive compensation, exceptional benefits, continuing education &amp; training, a unique internal advancement program, and tremendous potential with a growing worldwide organization.</p> <p>Aon's professionals are unwavering in their client focus and integrity. We promote diversity, professional development, frugality and stewardship, applying a disciplined non-bureaucratic approach to help our clients realize their business potential. Drawing on our experienced team as a competitive advantage, Aon employees have the freedom to take risks, foster innovation, champion for change and replicate best practices.</p> <p>For more information about Aon Corporation, visit our website at <a href="http://www.aon.com">http://www.aon.com</a>.</p> <p>Aon is an equal opportunity employer committed to a diverse workforce. M/F/D/V</p> <p><b>DISCLAIMER:</b> Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.</p>
<b>Desired Class Level:</b>	Alumni
<b>Posting Date:</b>	November 8, 2011
<b>Expiration Date:</b>	January 8, 2012
<b>Contact:</b>	HR
<b>Resume Receipt:</b>	Other (see below)
<b>How to Apply:</b>	<p>Apply through:</p> <p><a href="https://careers.aon.authoria.com/viewjob.html?optlink-view=view-88738&amp;ERFormID=newjoblist&amp;ERFormCode=any">https://careers.aon.authoria.com/viewjob.html?optlink-view=view-88738&amp;ERFormID=newjoblist&amp;ERFormCode=any</a></p>

**Senior Corporate Counsel** The TriZetto Group, Inc. (Greenwood Village, CO)

<b>Position Type:</b>	Full Time
<b>Practice Area(s):</b>	Health
<b>Geographic Preference(s):</b>	Colorado
<b>Description:</b>	<p>The TriZetto Group, Inc. is the leading provider of information technology and service solutions for the healthcare payer industry. TriZetto's technology touches more than half of the insured population of the United States with offerings that include enterprise and component software, hosting and business process outsourcing services, and consulting. TriZetto is committed to a vision of Integrated Healthcare Management (IHM) to improve the US healthcare system, by enabling the systematic application of processes and shared information to optimize the coordination of benefits and care for the healthcare consumer.</p> <p>Job Summary:</p> <p>Provides a variety of general corporate and commercial legal services to a large and diverse group of in-house clients. Demonstrates experience in general corporate matters and drafting and negotiating time sensitive revenue transactions involving software license agreements and professional services related to software, SAAS, and business processes. Experience negotiating large and complex hosting, outsourcing, or business process outsourcing agreements preferred. Other general legal experience around the Healthcare industry, data security and privacy issues, regulatory (including export) matters, risk management, international law, and contract management preferred. Experience in issues specific to the computer and technology industry preferred.</p> <p>Primary duties and responsibilities include:</p> <ul style="list-style-type: none"> <li>--Provide drafting, negotiating, and general legal advice regarding commercial transactions, customer contracts, pricing (revenue recognition) compliance, and preventative law and litigation management.</li> <li>--Draft and modify templates for use in commercial sales transactions.</li> <li>--Provide direction to internal clients concerning contract structure, modifications and other commercial matters.</li> <li>--Provide advice and counsel concerning legal rights and obligations, interpret domestic and international laws, rulings, and regulations</li> <li>--Support confidential information and intellectual property management and protection.</li> </ul> <p>Managerial Responsibilities (Possible):</p> <p>The position is responsible for providing guidance and oversight to non-attorney contract managers with regard to legal matters and may include managing the following positions</p> <ul style="list-style-type: none"> <li>--Corporate Counsel</li> <li>--Contract Manager</li> <li>--Contract Administrator</li> </ul>

	<p>Education &amp; Certifications:</p> <p>--Requires Law Degree  --Must Have A License To Practice Law In Colorado</p> <p>Please visit <a href="http://www.trizetto.com/careers">www.trizetto.com/careers</a> for more information about the benefits and advantages of choosing a career at TriZetto.</p>
<b>Desired Class Level:</b>	Alumni
<b>Posting Date:</b>	November 8, 2011
<b>Expiration Date:</b>	January 8, 2012
<b>Contact:</b>	Jean Burns IP Paralegal 6061 S. Willow Drive Suite 310 Greenwood Village, Colorado 80111 United States
<b>Resume Receipt:</b>	Other (see below)
<b>How to Apply:</b>	Apply through:  <a href="https://law-jobs.theladders.com/job/jobboard?cr=3142645&amp;nofx=4314656&amp;pl=i1-L1&amp;utm_campaign=Indeed&amp;utm_medium=organic&amp;utm_source=Indeed">https://law-jobs.theladders.com/job/jobboard?cr=3142645&amp;nofx=4314656&amp;pl=i1-L1&amp;utm_campaign=Indeed&amp;utm_medium=organic&amp;utm_source=Indeed</a>
<b>Additional Documents:</b>	Other Documents
<b>Requested Document Notes:</b>	Apply through:  <a href="https://law-jobs.theladders.com/job/jobboard?cr=3142645&amp;nofx=4314656&amp;pl=i1-L1&amp;utm_campaign=Indeed&amp;utm_medium=organic&amp;utm_source=Indeed">https://law-jobs.theladders.com/job/jobboard?cr=3142645&amp;nofx=4314656&amp;pl=i1-L1&amp;utm_campaign=Indeed&amp;utm_medium=organic&amp;utm_source=Indeed</a>
<b>ID:</b>	13641

## Tax Attorneys & Enrolled Agents Federal Tax Relief Commission

<b>Position Type:</b>	Part Time
<b>Practice Area(s):</b>	Taxation
<b>Geographic Preference(s):</b>	Nationwide
<b>Description:</b>	<p>The Federal Tax Relief Commission (FTRC) is one of the most respected and successful tax mitigation companies in the nation.</p> <p>The FTRC is nationally recognized as a tax mitigation company of the highest ethics and integrity.</p> <p>The FTRC Founder mandates that the FTRC maintain a perfect client record and is an organization of excellence and absolute integrity.</p> <p>The FTRC Founder was awarded the Honorary Chairman National Leadership Award presented personally by President George W. Bush and was awarded four Congressional Awards for his work with the IRS and United States Department of the Treasury.</p> <p>The FTRC is seeking partnerships and/or affiliations or independent contractor agreements with nationally recognized Tax Attorneys and Enrolled Agents to outsource our tax mitigation cases inclusive of though not limited to the following:</p> <ul style="list-style-type: none"> <li>- File and Amend Tax Returns</li> <li>- Analyze Master Tax Transcripts</li> <li>- Offers in Compromise</li> <li>- Effective Tax Administration Exception</li> <li>- Deferred Payment Offers</li> <li>- Installment Agreements</li> <li>- Penalty Abatements</li> <li>- Innocent Spouse Rule</li> <li>- Statute of Limitations</li> </ul> <p>The FTRC has the ability to outsource 10+ cases per week to our Tax Attorneys and Enrolled Agents. Simply stated the FTRC will provide the clients and you will provide complete remedies and settlement including outstanding customer service and satisfaction. Customer service and satisfaction is of the absolute highest priority. All clients must be contacted and a strategy outlined within 1 hours of the case inception as well as all clients inquires responded to within 24 hours throughout settlement.</p> <p>The FTRC honors a perfect client record.</p> <p>The FTRC compensations program provides a \$500.00 flat fee per tax mitigation case agreement that recognizes some cases will be easier than others with a high volume of cases and the benefits of constant year round business. No up selling or back end sales are allowed without the direct consent of the FTRC. All clients will remain the property of the FTRC.</p>
<b>Desired Class Level:</b>	Alumni
<b>Posting Date:</b>	November 8, 2011
<b>Expiration Date:</b>	January 8, 2012
<b>Contact:</b>	HR

	,
<b>Resume Receipt:</b>	Other (see below)
<b>How to Apply:</b>	<p>Review:</p> <p><a href="http://denver.craigslist.org/lgl/2683816794.html">http://denver.craigslist.org/lgl/2683816794.html</a></p> <p>Then apply through:</p> <p><a href="http://federaltaxreliefcommission.org/">http://federaltaxreliefcommission.org/</a></p> <p>Should you be qualified and interested or should you know anyone that would be qualified and interested please forward the following:</p> <ul style="list-style-type: none"> <li>- Qualifications and History</li> <li>- IRS and Franchise Tax Board Collections and Settlement Experience and Record</li> <li>- Offer in Compromise Experience and Record</li> <li>- Tax Levy and Wage Garnishment Release Experience and Record</li> <li>- Guarantees</li> </ul>
<b>Additional Documents:</b>	Other Documents
<b>ID:</b>	13642

## Junior Proposal Writer Spectra Logic Corporation

<b>Position Type:</b>	Full Time
<b>Practice Area(s):</b>	Alternative Career
<b>Geographic Preference(s):</b>	Colorado
<b>Description:</b>	<p>Spectra Logic is seeking a Full-time Proposal Writer responsible for creating proposals and assisting with proposal creation, eventually taking the lead in creating proposals for the company's mid-level and smaller product lines. Excellent writing skills, with strong organizational skills. Reports to and works under the supervision of the company's lead writer, who reports directly to the Chief Marketing Officer.</p> <p><b>Duties and Responsibilities:</b></p> <p>Work with team in preparing product introductions and proposals, editing proposals that are in-process, and responding to formal requests for proposal/information. Work with staff from across the company to gather information required for the response. Interact well with engineering, sales, and executive staff, along with business partners. Maintain and/or develop databases and models to assist in analysis, research, and proposal creation. Organize data for easy retrieval of information commonly used across multiple projects, handle copy editing and take drafts through to final release. Responsibilities also include ad hoc projects and tasks.</p> <p><b>Requirements:</b></p> <ul style="list-style-type: none"> <li>-- Four year college degree is required, although may consider work experience in place of the degree</li> <li>-- Excellent writing skills</li> <li>-- Strong copy editing and proof reading skills</li> <li>-- A desire to improve as a writer</li> <li>-- Attention to detail</li> <li>-- Willingness to learn standard business software, including Excel, Microsoft Word, and Visio</li> <li>-- Ability to understand and communicate complex functionality so that the functionality is easily understood</li> <li>-- Skills in communicating/presenting data to groups across the corporation</li> <li>-- Strong critical reasoning abilities and intellectual curiosity</li> <li>-- An aptitude for technology</li> <li>-- Pro-active &amp; creative problem solving skills</li> <li>-- Positive attitude</li> <li>-- Ability to work independently</li> <li>-- Flexibility</li> </ul> <p><b>Disclaimer:</b></p> <p>The preceding description is not designed to be a complete list of all duties and responsibilities required.</p> <p><b>Performance Expectations:</b></p> <p>Perform high-quality work that is well written, technically reviewed for accuracy, and meets tight deadlines with minimal supervision.</p>

	<p>Education/Experience:</p> <p>Bachelors degree or equivalent work experience</p> <p>Travel:</p> <p>Local travel will be required</p> <p>Status:</p> <p>Full Time, Direct Hire, Exempt Position</p>
<b>Desired Class Level:</b>	Alumni
<b>Posting Date:</b>	November 9, 2011
<b>Expiration Date:</b>	January 9, 2012
<b>Contact:</b>	HR
<b>Resume Receipt:</b>	Other (see below)
<b>How to Apply:</b>	<p>Apply To:</p> <p>Spectra Logic Corporation  6285 Lookout Road  Boulder, CO 80301</p> <p>You need to apply online through their website.  <a href="http://www.spectrallogic.com/index.cfm?fuseaction=career.openings&amp;CatID=66">http://www.spectrallogic.com/index.cfm?fuseaction=career.openings&amp;CatID=66</a></p>
<b>ID:</b>	13651



## Logistics Business Analyst Spectra Logic Corporation

<b>Position Type:</b>	Full Time
<b>Geographic Preference(s):</b>	Colorado
<b>Description:</b>	<p>Spectra Logic Corporation is a storage industry leader, providing innovative data storage solutions for 30 years. We design and manufacture robotic libraries utilizing tape and disk technology to meet the backup needs of our diverse customer base. We offer a casual work environment with ample opportunity to learn and grow within the company, which is located in beautiful Boulder, CO.</p> <p>This individual will be responsible for driving functional solutions that meet the needs of our business. They will be tasked with forming working relationships within the business. They must become subject matter experts on the new systems, and use that information to create working functional designs that integrate seamlessly into the existing software modules and ERP system. This includes custom developed and 3rd party solutions that tie into the ERP system. They will lead cross functional teams and manage projects to ensure effective and efficient roll out of new applications and processes.</p> <p><b>Key Job Responsibilities:</b></p> <ul style="list-style-type: none"> <li>-- Formulate and define system scope and objectives for improvement opportunities throughout the organization.</li> <li>-- Lead cross-functional efforts to implement new systems and processes.</li> <li>-- Research, identify and specify solutions to problems.</li> <li>-- Lead company-wide plans to improve operational efficiency.</li> <li>-- Use analytical skills to process business requests and determine return on investment.</li> <li>-- Must be able to drive successful implementation of projects with minimal direction.</li> </ul> <p><b>Required Skills:</b></p> <ul style="list-style-type: none"> <li>-- Ability to make decisions and produce results in a dynamic environment.</li> <li>-- Strong leadership, teamwork &amp; project management skills to produce results.</li> <li>-- Excellent verbal &amp; written communication skills.</li> <li>-- Strong technical aptitude.</li> <li>-- Excellent qualitative analytical skills.</li> </ul> <p><b>Education/Experience:</b></p> <ul style="list-style-type: none"> <li>-- College degree with BS or BA.</li> <li>-- 3+ years of project management experience or analyst experience.</li> <li>-- Knowledge of ERP systems a plus.</li> </ul> <p><b>Work Site:</b></p> <p>Located at our new corporate headquarters at 6285 Lookout Road in Boulder, Colorado.</p> <p><b>Status:</b></p> <p>Full Time, Direct Hire Exempt Position.</p>
<b>Desired Class Level:</b>	Alumni
<b>Posting Date:</b>	November 9, 2011

<b>Expiration Date:</b>	January 9, 2012
<b>Contact:</b>	HR ,
<b>Resume Receipt:</b>	Other (see below)
<b>How to Apply:</b>	Apply To:  Corporate Recruiter Spectra Logic Corporation 6285 Lookout Rd Boulder, CO 80301  You need to apply online through their website. <a href="http://www.spectrallogic.com/index.cfm?fuseaction=career.openings&amp;CatID=66">http://www.spectrallogic.com/index.cfm?fuseaction=career.openings&amp;CatID=66</a>
<b>ID:</b>	13664

## Membership & Article-Writing Faculty of Federal Advocates

<b>Position Type:</b>	Writing Competitions
<b>Practice Area(s):</b>	Judicial
<b>Geographic Preference(s):</b>	Colorado
<b>Description:</b>	<p>The Faculty of Federal Advocates was created to help new and not so new federal practitioners practice in the Federal District Court.</p> <p>Current law students and recent graduates who have recently passed the bar and are employed or not employed are invited by the Board of Directors to take part in the FFA programs.</p> <p>The Board is offering any student or recently graduated student an opportunity to publish an article on our electronic newsletter. These can be old or new articles. When approved, articles will be posted on the FFA website and sent out via email blast to our 700 membership of federal practitioners to read.</p> <p>One other ongoing program, the FFA offers free membership to attorneys who have just recently passed the bar in the last year, for one year. Also all of the brown bags are free for a year and all of the CLE programs are free for law students.</p>
<b>Desired Class Level:</b>	1L, 2L, 3L, Alumni
<b>Posting Date:</b>	November 12, 2011
<b>Expiration Date:</b>	January 12, 2012
<b>Contact:</b>	Patricia Murphy Executive Director ,
<b>Resume Receipt:</b>	Other (see below)
<b>How to Apply:</b>	<p>Send articles in PDF format to Patricia Murphy at pmurphyffa@aol.com .</p> <p>When submitting membership application, note that you are a student or new grad and the fee will be waived.</p>
<b>ID:</b>	13679

## **Attorney Cohon Raizes & Regal LLP (Chicago, IL)**

<b>Position Type:</b>	Entry-Level Attorney (0-3 years), Full Time
<b>Geographic Preference(s):</b>	Illinois
<b>Description:</b>	Cohon Raizes & Regal LLP, located in Chicago, seeks recent graduate for an attorney position with our nine-lawyer general practice law firm. Must have excellent academic credentials and communication skills, as well as strong interest in business and commercial litigation.
<b>Desired Class Level:</b>	Alumni
<b>Posting Date:</b>	December 29, 2011
<b>Expiration Date:</b>	January 13, 2012
<b>Contact:</b>	Jeffrey M. Brickman 208 S La Salle St # 1860 Chicago, Illinois 60604-1160 United States
<b>Resume Receipt:</b>	Other (see below)
<b>How to Apply:</b>	Please submit resume via e-mail to: <a href="mailto:jbrickman@cohonraizes.com">jbrickman@cohonraizes.com</a>
<b>ID:</b>	13861

**Judicial Clerkship** District Court of Iowa, Fourth Judicial District  
(Council Bluffs, IA)

<b>Position Type:</b>	Judicial Clerk
<b>Practice Area(s):</b>	Judicial
<b>Geographic Preference(s):</b>	Midwest (KY, WV, OH, IN, MI, IL, MO, IA, MN, WI)
<b>Description:</b>	The Fourth Judicial District Court in Council Bluffs, Iowa, is currently accepting applications for a judicial clerkship position. The clerkship term is for one year, commencing August 2012. Duties include working directly with all District Judges and Associate Judges; performing legal research; drafting memoranda, decisions, findings and orders; and other duties as assigned. Graduation from an accredited law school is required, although applicants may apply while still in their final year. Interviews will be held in February 2012.
<b>Desired Class Level:</b>	3L, Alumni
<b>Posting Date:</b>	December 29, 2011
<b>Expiration Date:</b>	January 13, 2012
<b>Job Duration:</b>	The clerkship term is for one year, commencing August 2012.
<b>Salary Range:</b>	40,000 - 49,999
<b>Contact:</b>	Chief Judge Jeffrey L. Larson ,
<b>Resume Receipt:</b>	Other (see below)
<b>How to Apply:</b>	Please send a cover letter, resume, law school transcript (unofficial transcript is acceptable) and writing sample to the following address by January 13, 2012. Hon. Jeffrey L. Larson Chief Judge, 4th Judicial District 227 South 6th Street 4th Floor, Rm. 413 Council Bluffs, IA 51503
<b>Additional Documents:</b>	Cover Letter, Unofficial Transcript, Writing Sample
<b>ID:</b>	13856

**Assistant United States Attorney** United States Attorneys Office  
Southern District of Florida (Miami, FL)

<b>Position Type:</b>	Entry-Level Attorney (0-3 years), Full Time, Mid-Level Attorney (3-7 years)
<b>Practice Area(s):</b>	Government
<b>Geographic Preference(s):</b>	Florida
<b>Description:</b>	<p>Recruitment Efforts: We are currently seeking an experienced Criminal attorney for Miami, Fort Lauderdale, West Palm Beach or Ft. Pierce.</p> <p>About the Office: The United States Attorney's Office (USAO), Southern District of Florida (SDFL), is seeking an experienced attorney for an Assistant United States Attorney position in one of the largest USAOs in the nation. SDFL is a leader in the prosecution of health care fraud, bank and other white collar frauds, narcotics offenses, human trafficking cases, public corruption, and national security matters. Divisions include: Appellate, Asset Forfeiture, Civil and Criminal. The Criminal Division is further divided into Sections: Major Crimes, Economic and Environmental Crimes, Public Integrity and National Security, Narcotics and Special Prosecutions. There are also three branch offices located in Ft. Lauderdale, West Palm Beach and Ft. Pierce.</p> <p>Responsibilities and Opportunity Offered: The applicant selected will represent the U.S. Government as an Assistant United States Attorney in a wide range of unique and complex cases in a District that extends over 300 miles from Key West to Vero Beach. Assistants handle a variety of criminal prosecutions, or appellate litigation. The Southern District of Florida carries one of the busiest criminal trial dockets in the nation. TERM Position is not to exceed fourteen (14) months. The TERM appointment may be extended for an additional period of time; however, any extension is not guaranteed and is also dependent upon budgetary restraints. The incumbent may be considered for placement in a permanent Assistant United States Attorney position without further competition during the term of the appointment; however, placement in a permanent position is not guaranteed. The incumbent will be required to sign a statement regarding the conditions of the TERM appointment.</p> <p>Qualifications: Required Qualifications: Applicants must possess a J.D. degree, be an active member of the bar (any jurisdiction), and have at least 1 year post-J.D. experience.</p> <p>Preferred Qualifications: Preferred applicants will possess superior oral and written communication skills, as well as strong interpersonal skills; have demonstrated capacity to function, with minimal guidance, in a highly demanding environment. Additionally, it is desired that the successful candidate have strong academic credentials and at least three years of post J.D. experience.</p> <p>Travel: Some travel may be necessary.</p> <p>Location: The vacancy may be located in any one of the above locations and placement will be determined at the time of selection. If you are selected for a branch office opening, a period of training may be required in the Miami office.</p> <p>Relocation Expenses: Relocation expenses will not be authorized.</p> <p>No telephone calls please. Announcement is open until filled.</p>

<b>Desired Class Level:</b>	Alumni
<b>Posting Date:</b>	December 7, 2011
<b>Expiration Date:</b>	January 14, 2012
<b>Job Duration:</b>	The available position is temporary, not to exceed fourteen (14) months.
<b>Contact:</b>	Attorney Recruitment ,
<b>Resume Receipt:</b>	Other (see below)
<b>How to Apply:</b>	Application Process and Deadline Date: Cover letter, resume and writing sample may be submitted by e-mail to USAFLS-AUSAResumes@usdoj.gov  OR by mail to the following address:  United States Attorney's Office Southern District of Florida Attention: Attorney Recruitment 99 N.E. 4th Street Miami, FL 33132
<b>Additional Documents:</b>	Cover Letter, Writing Sample
<b>ID:</b>	13778

## **Attorney** Mountain States Legal Foundation (Lakewood, CO)

<b>Position Type:</b>	Entry-Level Attorney (0-3 years)
<b>Practice Area(s):</b>	Land Use, Natural Resources
<b>Geographic Preference(s):</b>	Colorado
<b>Description:</b>	<p>Mountain States Legal Foundation ("MSLF") is a nonprofit, public interest legal foundation dedicated to the right to own and use property, limited and ethical government, individual liberty, and the free enterprise system.</p> <p>MSLF seeks a licensed Colorado attorney to litigate cases of national significance involving natural resources and public land law. The ideal candidate is a licensed Colorado attorney with 0-2 years of experience and a strong academic record. MSLF offers a competitive compensation package that includes health, dental, and life insurance benefits.</p>
<b>Desired Class Level:</b>	Alumni
<b>Posting Date:</b>	December 7, 2011
<b>Expiration Date:</b>	January 14, 2012
<b>Contact:</b>	Steven Lechner Vice President and Chief Legal Officer 2596 South Lewis Way Lakewood, Colorado 80227 United States
<b>Resume Receipt:</b>	Other (see below)
<b>How to Apply:</b>	Email to Steven Lechner at <a href="mailto:lechner@mountainstateslegal.com">lechner@mountainstateslegal.com</a>
<b>ID:</b>	13769



**Seminar & Publications Coordinator** The Law Offices of Norton Tooby (Oakland, CA)

<b>Position Type:</b>	Full Time
<b>Practice Area(s):</b>	Alternative Career, Non Practicing
<b>Geographic Preference(s):</b>	California
<b>Description:</b>	<p>The Law Office of Norton Tooby is hiring a Seminar and Publications Coordinator. Our small public interest-minded law firm specializes in the criminal defense of immigrants. We also write and publish practice manuals for immigration and criminal defense lawyers, give seminars, and maintain a website.</p> <p>We are looking for a full-time employee to handle the business side of our work--someone who can edit and publish our practice manuals, manage our website, and coordinate our seminars. Preferred skills include fluency in Spanish, knowledge of Microsoft Office, and website management. If you'd like to learn more about our office, please visit our website at <a href="http://www.NortonTooby.com">www.NortonTooby.com</a>.</p>
<b>Desired Class Level:</b>	Alumni
<b>Posting Date:</b>	December 7, 2011
<b>Expiration Date:</b>	January 14, 2012
<b>Contact:</b>	General Inquiries 6333 Telegraph Ave. #200 Oakland, California 94609 United States
<b>Resume Receipt:</b>	Other (see below)
<b>How to Apply:</b>	<p>Please e-mail or fax your resume to:</p> <p>The Law Office of Norton Tooby Attn: Jazmin Lopez 6333 Telegraph Ave. Oakland, CA 94609 Fax: (510) 595-6772 E-mail: <a href="mailto:info@nortontooby.com">info@nortontooby.com</a></p>
<b>ID:</b>	13771

## Attorney (Job Number: 110987) Kaiser Permanente

<b>Position Type:</b>	Senior Attorney (8+ years)
<b>Practice Area(s):</b>	Health
<b>Geographic Preference(s):</b>	Colorado- Denver
<b>Description:</b>	<p>Description</p> <p>Provides legal counsel to Health Plan &amp; Payor Operations Practice Group. The position will focus on health plan &amp; insurance operations, primarily, but not exclusively, in Colorado, as well as other Kaiser Regions. Position located in Denver, Colorado.</p> <p>Essential Functions:</p> <ul style="list-style-type: none"> <li>-- Areas of focus include product development, member contracts &amp; benefits, health plan regulation &amp; compliance, financial &amp; regulatory examinations, provider contracting, Medicaid plans, health care reform, HIPAA, ERISA &amp; support for a wide range of health plan operational matters.</li> <li>-- The position will report to the Regional Counsel &amp; will work w/ colleagues who support other Kaiser Regions.</li> <li>-- In addition to defined technical requirements, accountable for consistently demonstrating service behaviors &amp; principles defined by the Kaiser Permanente Service Quality Credo, the KP Mission as well as specific departmental/organizational initiatives</li> <li>-- Also accountable for consistently demonstrating the knowledge, skills, abilities &amp; behaviors necessary to provide superior &amp; culturally sensitive service to each other, to our members &amp; to purchasers, contracted providers &amp; vendors</li> </ul> <p>Qualifications</p> <p>Basic Qualifications:</p> <ul style="list-style-type: none"> <li>-- Demonstrated experience &amp; expertise in health plan regulations and Division of Insurance</li> <li>-- A minimum of 7 years of practice in the health law field (excluding medical malpractice or workers' compensation)</li> <li>-- JD degree required</li> <li>-- Excellent communicator able to work w/ little supervision</li> <li>-- Must have strong interpersonal skills &amp; work well in team settings</li> <li>-- Must have strong analytical &amp; writing skills</li> <li>-- An excellent academic &amp; professional background</li> <li>-- Colorado Bar membership within one year of hire is required</li> </ul> <p>Preferred Qualifications:</p> <ul style="list-style-type: none"> <li>-- Strong preference for experience representing managed care &amp; insurance organizations</li> </ul> <p>FOR MORE INFORMATION</p> <p><a href="http://kp.taleo.net/careersection/external/jobdetail.ftl?lang=en&amp;job=491257">http://kp.taleo.net/careersection/external/jobdetail.ftl?lang=en&amp;job=491257</a></p>
<b>Desired Class Level:</b>	Alumni
<b>Posting Date:</b>	December 15, 2011
<b>Expiration Date:</b>	January 15, 2012
<b>Contact:</b>	Lindsey Eulberg
<b>Resume Receipt:</b>	Other (see below)
<b>How to Apply:</b>	Apply online <a href="http://kp.taleo.net/careersection/external/jobdetail.ftl?lang=en&amp;job=491257">http://kp.taleo.net/careersection/external/jobdetail.ftl?lang=en&amp;job=491257</a>

## Commercial Litigation Attorney Quarles & Brady, LLP (Madison, WI)

<b>Position Type:</b>	Entry-Level Attorney (0-3 years)
<b>Practice Area(s):</b>	Commercial, Intellectual Property, Litigation
<b>Geographic Preference(s):</b>	Wisconsin
<b>Description:</b>	<p>The Madison, Wisconsin Office of Quarles &amp; Brady LLP seeks a junior level associate with 1 to 3 years of experience to work on both Commercial and IP litigation matters. The ideal candidate will have experience in researching and writing, drafting written discovery and preparing deposition outlines. Experience in IP litigation matters is a plus. Applicants should have excellent writing and oral advocacy skills, strong academic achievement, and the ability to work independently.</p> <p>The successful candidate must be extremely motivated to join our national Litigation team. We are looking for an individual who has a very strong academic record paired with the skills, enthusiasm and commitment to become a partner at this firm.</p> <p>Click here to learn more about Quarles &amp; Brady LLP:  <a href="http://www.quarles.com/About/Overview/">http://www.quarles.com/About/Overview/</a></p> <p>Questions may be directed to Michelle Bigler at  <a href="mailto:michelle.bigler@quarles.com">michelle.bigler@quarles.com</a>.</p>
<b>Desired Class Level:</b>	Alumni
<b>Posting Date:</b>	December 7, 2011
<b>Expiration Date:</b>	January 15, 2012
<b>Contact:</b>	Michelle Bigler .
<b>Resume Receipt:</b>	Other (see below)
<b>How to Apply:</b>	Qualified applicants submit resume, cover letter, transcripts, and two writing samples of a brief or a significant memo through our Self Apply online link: <a href="http://www.quarles.com/careers/attorneys/positions/">http://www.quarles.com/careers/attorneys/positions/</a>
<b>Additional Documents:</b>	Cover Letter, Unofficial Transcript, Writing Sample, Other Documents
<b>Requested Document Notes:</b>	Qualified applicants submit resume, cover letter, transcripts, and two writing samples of a brief or a significant memo through our Self Apply online link: <a href="http://www.quarles.com/careers/attorneys/positions/">http://www.quarles.com/careers/attorneys/positions/</a>
<b>ID:</b>	13772

**Corporate Transactional Associate** Brownstein Hyatt Farber Schreck (Denver, CO)

<b>Position Type:</b>	Full Time, Mid-Level Attorney (3-7 years)
<b>Practice Area(s):</b>	Corporate
<b>Geographic Preference(s):</b>	Colorado- Denver
<b>Description:</b>	<p>The Denver office of Brownstein Hyatt Farber Schreck is seeking two corporate transactional associates. The first with 3-5 years of experience, and the second with 4-6 years of experience in Corporate and Business law. This position includes mergers and acquisitions, debt and equity financings, entity formation and restructuring, securities offerings and SEC matters. Ideal candidates will have a proven track record of experience in legal research, due diligence and drafting of operating agreements, limited partnership agreements and corporate certificates. Excellent academic performance, law journal or law review, strong writing and analytical skills, interpersonal skills and the ability to work in a team environment required. No search firms please.</p> <p>Please submit your cover letter, resume and transcript to Jean Howery, Director of Attorney Recruitment. EOE</p>
<b>Desired Class Level:</b>	Alumni
<b>Posting Date:</b>	December 16, 2011
<b>Expiration Date:</b>	January 16, 2012
<b>Contact:</b>	<p>Jean Howery          Director of Attorney Recruitment          410 17th Street 22nd Floor Denver, Colorado 80202 United States  <a href="http://www.bhfs.com">http://www.bhfs.com</a></p>
<b>Resume Receipt:</b>	Other (see below)
<b>Default email for resumes.:</b>	JHowery@BHFS.com
<b>How to Apply:</b>	JHowery@BHFS.com
<b>Additional Documents:</b>	Cover Letter, Unofficial Transcript
<b>ID:</b>	13831

## **Litigation Associate** Karp Neu Hanlon (Glenwood Springs, CO)

<b>Position Type:</b>	Entry-Level Attorney (0-3 years), Mid-Level Attorney (3-7 years)
<b>Practice Area(s):</b>	Litigation
<b>Geographic Preference(s):</b>	Colorado
<b>Description:</b>	Long established Glenwood Springs law firm (Karp Neu Hanlon) seeks litigation associate with 2 to 4 years experience. Graduates with one year of experience will be reviewed, but must have extensive practical experience obtained through law school to be considered. Practice will focus on employment, business, and personal injury litigation. Prior prosecution experience helpful. Strong research and writing skills required. Good opportunity to grow a career in a beautiful mountain community. Firm information at <a href="http://www.mountainlawfirm.com">www.mountainlawfirm.com</a>
<b>Desired Class Level:</b>	Alumni
<b>Posting Date:</b>	December 16, 2011
<b>Expiration Date:</b>	January 16, 2012
<b>Contact:</b>	Michael J. Sawyer 201 14th Street Suite 200 P.O. Drawer 2030 Glenwood Springs, Colorado 81602 United States
<b>Resume Receipt:</b>	Other (see below)
<b>How to Apply:</b>	Email resume and writing sample to Michael Sawyer at <a href="mailto:mjs@mountainlawfirm.com">mjs@mountainlawfirm.com</a>
<b>Additional Documents:</b>	Writing Sample
<b>ID:</b>	13829

## Part-Time Clerk Jester Gibson & Moore, LLP (Denver, CO)

<b>Position Type:</b>	Paid Intern, Part Time, Spring
<b>Practice Area(s):</b>	Commercial, Employment/Labor, Litigation
<b>Geographic Preference(s):</b>	Colorado- Denver
<b>Description:</b>	<p>Jester, Gibson &amp; Moore is seeking a 3L or recent grad for contract work beginning Jan. 1. Based on current needs, the work likely will be primarily in the commercial litigation area, with some employment work. The driving need is legal research.</p> <p>Hours will be variable, but likely about 15/week. \$25-35/hour depending upon experience.</p>
<b>Desired Class Level:</b>	3L, Alumni
<b>Posting Date:</b>	December 19, 2011
<b>Expiration Date:</b>	January 19, 2012
<b>Contact:</b>	Brian Moore 1999 Broadway, Suite 3225 Denver, Colorado 80202 United States
<b>Resume Receipt:</b>	Other (see below)
<b>How to Apply:</b>	Email cover letter and resume to Brian Moore at <a href="mailto:bmoore@jgllp.com">bmoore@jgllp.com</a> .
<b>Additional Documents:</b>	Cover Letter
<b>ID:</b>	13832

## Real Estate Associate Brownstein Hyatt Farber Schreck (Denver, CO)

<b>Position Type:</b>	Full Time
<b>Practice Area(s):</b>	Real Estate/Foreclosure/Zoning
<b>Geographic Preference(s):</b>	Colorado- Denver
<b>Description:</b>	<p>Brownstein Hyatt Farber Schreck, LLP has one of the largest real estate practices in the West with over 50 Real Estate Attorneys. We are seeking a 1-3 year Real Estate Associate to join us in our Denver office. This position includes commercial real estate and finance matters. Ideal candidates will have superb drafting skills, a proven track record working in real estate within a law firm, an excellent academic performance including law journal or law review, strong writing and analytical skills, interpersonal skills and the ability to work in a team environment. No search firms please.</p> <p>Please submit resume, transcripts, writing sample and professional references to Jean Howery, Director of Attorney Recruitment at <a href="mailto:jhowery@bhfs.com">jhowery@bhfs.com</a>.</p>
<b>Desired Class Level:</b>	Alumni
<b>Posting Date:</b>	December 19, 2011
<b>Expiration Date:</b>	January 19, 2012
<b>Contact:</b>	<p>Jean Howery          Director of Attorney Recruitment          410 17th Street 22nd Floor Denver, Colorado 80202 United States  <a href="http://www.bhfs.com">http://www.bhfs.com</a></p>
<b>Resume Receipt:</b>	Other (see below)
<b>Default email for resumes.:</b>	JHowery@BHFS.com
<b>How to Apply:</b>	<p>Email to:  <a href="mailto:JHowery@BHFS.com">JHowery@BHFS.com</a></p>
<b>Additional Documents:</b>	Cover Letter, Unofficial Transcript, Writing Sample
<b>ID:</b>	13836

**Staff Attorney** Center for Human Rights and Constitutional Rights  
(Los Angeles, CA)

<b>Position Type:</b>	Entry-Level Attorney (0-3 years), Full Time
<b>Practice Area(s):</b>	Constitutional, Immigration, Litigation
<b>Geographic Preference(s):</b>	California
<b>Description:</b>	<p>The Center for Human Rights and Constitutional Law seeks a full-time Attorney to engage in a range of activities along with CHRCL's legal staff including major impact litigation challenging the Defense of Marriage Act (DOMA), a United Nations petition on behalf of California prisoners in isolated segregation, litigation on behalf of DREAM students, litigation to extend drivers licenses to California immigrants with visa petitions pending, training of legal aid program attorneys on a range of subjects including constitutional law, immigration law, federal class action litigation, etc.</p> <p>Required Qualifications: J.D. degree from an ABA accredited law school. Active membership in the California State Bar. Demonstrated knowledge of constitutional or immigration law with one to three years litigation experience. Fluency in written and spoken Spanish preferred. Previous experience working with low income communities. Demonstrated commitment to public interest work. Excellent legal writing and oral advocacy skills. Ability to work successfully with people from diverse backgrounds.</p>
<b>Desired Class Level:</b>	Alumni
<b>Posting Date:</b>	December 29, 2011
<b>Expiration Date:</b>	January 20, 2012
<b>Salary Range:</b>	60,000 - 69,999
<b>Contact:</b>	Peter Schey 256 S. Occidental Blvd. Los Angeles, California 90057 United States
<b>Resume Receipt:</b>	Other (see below)
<b>How to Apply:</b>	Please send a cover letter and resume to Peter Schey, pschey@centerforhumanrights.org in subject line insert: Attorney Applicant.
<b>Additional Documents:</b>	Cover Letter
<b>ID:</b>	13858



**Marine Corps Officer and Judge Advocate U. S. Marine Corps**  
(Denver, CO)

<b>Position Type:</b>	Entry-Level Attorney (0-3 years), Summer
<b>Practice Area(s):</b>	Government
<b>Geographic Preference(s):</b>	International
<b>Description:</b>	<p>Platoon Leaders Class—Law Option: This program is open to college seniors and first and second year law students. You must meet the basic requirements for the PLC ground program and achieve a minimum score of 150 on the Law School Aptitude Test (LSAT). After completing a ten-week session at OCS, you are commissioned as a Second Lieutenant in the Marine Corps and placed on inactive duty while you complete your law degree. You will receive "time in service" credit toward promotion and pay purposes while you are in law school and may request Active Duty at a major JAG office during the Summers. After graduation and admission to the state bar of your choice, you will attend The Basic School, followed by the Naval Justice School in Newport, Rhode Island. You then begin service as a Judge Advocate (attorney) for the Marine Corps.</p> <p>Officer Candidate—Law Option: This is the program for 3rd Year Law Students and practicing attorneys. Training is also accomplished during a 10-week session, classes start in June, September and January of each year. After completion you are commissioned and report directly to the Officer Basic School for about 6 months. Naval Justice School follows, and this is in Newport, RI. You then begin practice as a Judge Advocate.</p> <p>officer.marines.com</p>
<b>Desired Class Level:</b>	1L, 2L, 3L, Alumni
<b>Posting Date:</b>	January 22, 2011
<b>Expiration Date:</b>	January 21, 2012
<b>Job Duration:</b>	initially, Marine Officers serve 42 months
<b>Salary Range:</b>	40,000 - 49,999
<b>Contact:</b>	Captain Sandrae Jaynes Officer Selection Officer Tivoli 126 900 Auraria Pkwy Denver, Colorado 80204 United States
<b>Resume Receipt:</b>	Other (see below)
<b>Default email for resumes.:</b>	esteban.vickers@marines.usmc.mil
<b>How to Apply:</b>	<p>Other Application Methods: By fax: 303 832 7153 By phone: 303 832 7134 Mail to: U.S. Marine Corps Captain Christopher Timothy Tivoli 126 900 Auraria Pkwy Denver, CO 80204</p>
<b>ID:</b>	4094

**Practicing Attorney in the U. S. Marine Corps** U. S. Marine Corps  
(Denver, CO)

<b>Position Type:</b>	Entry-Level Attorney (0-3 years), Fall, Spring, Summer
<b>Practice Area(s):</b>	Government
<b>Geographic Preference(s):</b>	International
<b>Description:</b>	Marine Corps lawyers begin practice as a trial prosecutor or a defense attorney. Marine Corps JAG's are involved in fields as varied as contract, consumer, labor, environmental, and international law. Advanced law studies start almost immediately; all new Judge Advocates attend Naval Justice School in Newport, RI and continuing education is encouraged and financially supported. Locations are worldwide, pay is competitive and benefits are excellent.
<b>Desired Class Level:</b>	2L, 3L, Alumni
<b>Posting Date:</b>	January 22, 2011
<b>Expiration Date:</b>	January 21, 2012
<b>Job Duration:</b>	After accepting a commission, Marine Corps Judge Advocates serve an initial tour of 42 months, then chose to remain on active duty or return to the civilian sector.
<b>Salary Range:</b>	50,000 - 59,999
<b>Contact:</b>	Captain Sandrae Jaynes Officer Selection Officer Tivoli 126 900 Auraria Pkwy Denver, Colorado 80204 United States
<b>Resume Receipt:</b>	Other (see below)
<b>Default email for resumes.:</b>	esteban.vickers@marines.usmc.mil
<b>How to Apply:</b>	Contact esteban.vickers@marines.usmc.mil 303 832 7134
<b>ID:</b>	10683

## Legal Writers Wanted Nolo (El Segundo, CA)

<b>Position Type:</b>	Part Time
<b>Practice Area(s):</b>	Bankruptcy, Business, Criminal, Criminal Defense, Family/Matrimonial, Immigration, Medical Malpractice, Personal Injury, Real Estate/Foreclosure/Zoning, Taxation
<b>Geographic Preference(s):</b>	Multiple Locations
<b>Description:</b>	<p>Nolo, the oldest and foremost publisher of self-help legal books and software for consumers, and Internet Brands, a leader in online publishing for vertical markets, are seeking writers with a strong legal background to contribute well-written, informative articles to our portfolio of legal websites. These articles will require the ability to read and understand specific legal issues and statutes, and translate them into plain English for a general audience. Demonstrated legal expertise is required.</p> <p>This is a 100% freelance, telecommuting position. Assignments, writing, editing, and submissions are all handled through our online system. All you need is a computer, internet access, and the ability to deliver clean, concise copy on a variety of legal topics.</p> <p>Requirements include:</p> <ul style="list-style-type: none"> <li>-- Ability to write in a professional, authoritative tone.</li> <li>-- Legal experience is a must. (Please see below for specifications)</li> <li>-- Strong research and fact checking skills.</li> <li>-- Attention to detail and the desire to help provide accurate legal information to the online audience.</li> </ul> <p>We are currently looking for strong writers with expertise in the following areas:</p> <ul style="list-style-type: none"> <li>-- Bankruptcy Law “ Must have a law degree. Must have experience in bankruptcy.</li> <li>-- Criminal Defense - Applicants must be lawyers with experience as a prosecutor or criminal defense attorney, able to understand statutes and case law, and capable of writing articles for a lay audience.</li> <li>-- Family/Divorce Law “ Lawyer or paralegal with at least 3 years in the field of family law</li> <li>-- Immigration Law - Lawyer, paralegal, advanced law student.</li> <li>-- Personal Injury Law - Lawyer, paralegal, advanced law student.</li> <li>-- Real Estate Law “ Lawyer or paralegal.</li> <li>-- Small Business Law “ Must be a lawyer. Must have expertise in small business legal issues.</li> <li>-- Taxation Law “ Must be a lawyer. Must have an expertise in small business tax and/or personal tax.</li> </ul> <p>To apply, simply click the following link: <a href="https://www.knowledgewriting.com/">https://www.knowledgewriting.com/</a>. (Make sure to submit to one of the specialty areas listed above.)</p> <p>Rates will vary, and start at \$20 and up based on assignment. If you have any other questions, feel free to send an e-mail to <a href="mailto:applications@nolo.com">applications@nolo.com</a>.</p>
<b>Desired Class Level:</b>	Alumni
<b>Posting Date:</b>	December 29, 2011
<b>Expiration Date:</b>	January 28, 2012
<b>Contact:</b>	Mr. Kyle Vanderneut

	Legal Content Coordinator 909 N Sepulveda Blvd # 11 El Segundo, California 90245-2727 United States <a href="http://Nolo.com">http://Nolo.com</a>
<b>Resume Receipt:</b>	Other (see below)
<b>How to Apply:</b>	To apply, simply click the following link: <a href="https://www.knowledgewriting.com/">https://www.knowledgewriting.com/</a> .
<b>ID:</b>	13863

## Attorney US Postal Service (Denver, CO)

<b>Position Type:</b>	Full Time, Mid-Level Attorney (3-7 years)
<b>Geographic Preference(s):</b>	Alabama
<b>Description:</b>	<p>Facility Location            General Counsel/Pacific Area Law Office            1300 Evans Ave, Room 217            San Francisco, CA 94188-3790</p> <p>Position Information            TITLE: ATTORNEY – San Francisco, CA            GRADE: U - 01            FLSA DESIGNATION: Exempt            OCCUPATION CODE: 0905-4034            NON-SCHEDULED DAYS: Sat/Sun            HOURS: 8:00a - 5:00p            FINANCE NUMBER: 59950</p> <p>Functional Purpose</p> <p>Provides representation and advice to Postal Service officials involving the interpretation of statuses, regulations, contracts and precedents; or the presentation of cases before administrative bodies in a general area of the law.</p> <p>Duties and Responsibilities</p> <ol style="list-style-type: none"> <li>1. Conducts legal research and prepares written material for use in representing the Postal Service and advising postal management officials.</li> <li>2. Participates in conferences necessary to representing or advising Postal Service Officials</li> <li>3. Directly advises postal management officials or represents the Postal Service in legal matters involving outside parties.</li> <li>4. Prepares replies to inquiries from Congress, government agencies, and the public.</li> <li>5. Prepares opinions, memoranda, decisions, regulations, testimony or formal filings in proceedings in which the Postal Service is a party.</li> </ol> <p>The United States Postal Service has the following excellent and challenging employment opportunity for highly motivated and innovative individuals. Successful candidates must demonstrate through a combination of education, training, and experience the following requirements:</p> <p>Requirements</p> <p>At least three years of experience primarily practicing employment law before federal administrative agencies and federal courts. Current litigation experience is required; including discovery, drafting and filing motions, and participation in trials and mediations. Experience in federal EEOC practice, federal district court employment cases, and MSPB litigation should be specifically documented in the applicant’s resume.</p> <p>Applicants must possess strong academic credentials from an ABA accredited law school, demonstrate excellent writing and advocacy skills, work</p>

	<p>effectively in a team environment, have a proven record of creative thinking, and be an active member in good standing of a state bar.</p> <p>Qualified applicants must successfully pass a pre-employment drug screening to meet the U.S. Postal Service's requirement to be drug free. Applicants must also be a U.S. citizen or have permanent resident alien status. The salary will be based on previous experience, salary history, and current postal pay policies. We offer excellent benefits including health and life insurance, retirement plan, savings/investment plan with employer contribution, flexible spending account, flextime scheduling of core work hours, annual and sick leave.</p> <p><b>IMPORTANT INFORMATION:</b> Applications must be submitted by 11:59 p.m., Central Time, of the posting's closing date. Applicants claiming veterans' preference must attach a copy of member copy 4 (only) of Certificate of Release or Discharge from Active Duty (DD Form 214) or other proof of eligibility if claiming 10-point veterans' preference. The United States Postal Service (USPS) is an equal opportunity employer. The USPS provides reasonable accommodation for any part of the application, interview, and/or selection process; please make your request to the examiner, selecting official or local manager of Human Resources. This request can also be made by someone on your behalf. Explain the nature of your limitations and the accommodation needed. The decision on granting reasonable accommodation will be on a case-by-case basis.</p> <p><b>SPECIAL NOTE:</b> Current career Postal Service employees are ineligible to apply to this posting.</p>
<b>Desired Class Level:</b>	Alumni
<b>Posting Date:</b>	December 29, 2011
<b>Expiration Date:</b>	January 29, 2012
<b>Salary Range:</b>	70,000 - 79,999
<b>Contact:</b>	Terri Richardson .
<b>Resume Receipt:</b>	Other (see below)
<b>How to Apply:</b>	For additional information or resume/cover letter/writing sample submission, please send all inquiries/resumes to Terri Richardson at <a href="mailto:terri.c.richardson@usps.gov">terri.c.richardson@usps.gov</a> .
<b>Additional Documents:</b>	Cover Letter, Writing Sample
<b>Requested Document Notes:</b>	A COVER LETTER, RESUME AND WRITING SAMPLE ARE REQUIRED.
<b>ID:</b>	13854

## Attorney US Postal Service (Denver, CO)

<b>Position Type:</b>	Full Time, Mid-Level Attorney (3-7 years)
<b>Practice Area(s):</b>	Employment/Labor
<b>Geographic Preference(s):</b>	North Carolina
<b>Description:</b>	<p>Facility Location            General Counsel            2105 Water Ridge Pkwy            Charlotte, NC 28217-4666</p> <p>Position Information            TITLE: ATTORNEY            GRADE: U - 01            FLSA DESIGNATION: Exempt            OCCUPATION CODE: 0905-4034            NON-SCHEDULED DAYS: Sat/Sun            HOURS: 8:00a - 5:00p</p> <p>Functional Purpose</p> <p>Provides representation and advice to Postal Service officials involving the interpretation of statuses, regulations, contracts and precedents; or the presentation of cases before administrative bodies in a general area of the law.</p> <p>Duties and Responsibilities</p> <ol style="list-style-type: none"> <li>1. Conducts legal research and prepares written material for use in representing the Postal Service and advising postal management officials.</li> <li>2. Participates in conferences necessary to representing or advising Postal Service Officials</li> <li>3. Directly advises postal management officials or represents the Postal Service in legal matters involving outside parties.</li> <li>4. Prepares replies to inquiries from Congress, government agencies, and the public.</li> <li>5. Prepares opinions, memoranda, decisions, regulations, testimony or formal filings in proceedings in which the Postal Service is a party.</li> </ol> <p>The United States Postal Service has the following excellent and challenging employment opportunity for highly motivated and innovative individuals. Successful candidates must demonstrate through a combination of education, training, and experience the following requirements:</p> <p>Requirements</p> <p>At least three years of experience primarily practicing employment law before federal administrative agencies and federal courts. Current litigation experience is required; including discovery, drafting and filing motions, and participation in trials and mediations. Experience in federal EEOC practice, federal district court employment cases, and MSPB litigation should be specifically documented in the applicant's resume.</p> <p>Applicants must possess strong academic credentials from an ABA accredited law school, demonstrate excellent writing and advocacy skills, work</p>

	<p>effectively in a team environment, have a proven record of creative thinking, and be an active member in good standing of a state bar.</p> <p>Qualified applicants must successfully pass a pre-employment drug screening to meet the U.S. Postal Service's requirement to be drug free. Applicants must also be a U.S. citizen or have permanent resident alien status.</p> <p><b>IMPORTANT INFORMATION:</b> Applications must be submitted by 11:59 p.m., Central Time, of the posting's closing date. Applicants claiming veterans' preference must attach a copy of member copy 4 (only) of Certificate of Release or Discharge from Active Duty (DD Form 214) or other proof of eligibility if claiming 10-point veterans' preference. The United States Postal Service (USPS) is an equal opportunity employer. The USPS provides reasonable accommodation for any part of the application, interview, and/or selection process; please make your request to the examiner, selecting official or local manager of Human Resources. This request can also be made by someone on your behalf. Explain the nature of your limitations and the accommodation needed. The decision on granting reasonable accommodation will be on a case-by-case basis.</p> <p><b>SPECIAL NOTE:</b> Current career Postal Service employees are ineligible to apply to this posting.</p>
<b>Desired Class Level:</b>	Alumni
<b>Posting Date:</b>	December 29, 2011
<b>Expiration Date:</b>	January 29, 2012
<b>Salary Range:</b>	70,000 - 79,999
<b>Contact:</b>	Terri Richardson .
<b>Resume Receipt:</b>	Other (see below)
<b>How to Apply:</b>	For additional information or resume/cover letter/writing sample submission, please send all inquiries/resumes to Terri Richardson at <a href="mailto:terri.c.richardson@usps.gov">terri.c.richardson@usps.gov</a> .
<b>Additional Documents:</b>	Cover Letter, Writing Sample
<b>Requested Document Notes:</b>	A COVER LETTER, RESUME AND WRITING SAMPLE ARE REQUIRED.
<b>ID:</b>	13855



## Judicial Law Clerk Seventh Judicial District Court of Nevada (Ely, NV)

<b>Position Type:</b>	Entry-Level Attorney (0-3 years), Judicial Clerk
<b>Geographic Preference(s):</b>	West (CA, NV, UT, CO, MT, WY)
<b>Description:</b>	<p>The Seventh Judicial District Court of the State of Nevada, Department 2, is pleased to announce two (2) position openings for Law Clerks. The Court is a general jurisdiction Court hearing both civil and criminal cases. The District is comprised of three rural counties in eastern Nevada. The job begins approximately September 1, 2012. The appointment is for one year.</p> <p>The Court is seeking highly qualified applicants who are seeking a unique learning experience. Duties include legal research, drafting orders and decisions, attending trials, and assisting in the day to day operation of the Court.</p>
<b>Desired Class Level:</b>	3L, Alumni
<b>Posting Date:</b>	October 3, 2011
<b>Expiration Date:</b>	January 30, 2012
<b>Salary Range:</b>	40,000 - 49,999
<b>Contact:</b>	Wendy Lopez Legal Secretary Seventh Judicial District Court, Dept. 2 P.O. Box 151629 Ely, Nevada 89315 United States
<b>Resume Receipt:</b>	Other (see below)
<b>How to Apply:</b>	Applications should be mailed to: District Judge Dan L. Papez Seventh Judicial District Court, Dept. 2 P.O. Box 151629 Ely, NV 89315
<b>Additional Documents:</b>	Cover Letter, Unofficial Transcript, Writing Sample, Other Documents
<b>Requested Document Notes:</b>	Letters of recommendation are optional.
<b>ID:</b>	13511

**Assistant Dean for Admissions** University of the Pacific McGeorge School of Law (Sacramento, CA)

<b>Position Type:</b>	Academic
<b>Practice Area(s):</b>	Alternative Career
<b>Geographic Preference(s):</b>	California
<b>Description:</b>	<p>Pacific McGeorge School of Law is seeking an Assistant Dean for Admissions. Reporting directly to the Dean, the Assistant Dean for Admissions is responsible for the creation and implementation of strategies that meet the enrollment goals for new student enrollment.</p> <p>Essential Duties and Accountabilities:</p> <ul style="list-style-type: none"> <li>-- Oversee the operations of the Admissions office. This includes oversight of professional and support staff, day-to-day office operations, and the operations budget.</li> <li>-- Create and implement strategies to influence the enrollment goals for new student enrollment, demographic characteristics, and other objectives defined by the dean. Participate in the strategic planning activities of the university with special attention to areas that have enrollment implications.</li> <li>-- Oversee the development of new student recruitment publications and other communications with prospective students including direct mail, electronic mail, university website, and other outreach efforts. Coordinate efforts through the law school Communications Office.</li> <li>-- Coordinate with International Programs to create a cohesive integration of the International J.D. and LL.M. recruitment programs with the Admissions office.</li> <li>-- Oversee the scholarship award program for incoming students to attract the most diverse and well qualified applicants available.</li> <li>-- Actively engage in research and assessment of new student recruitment, undergraduate enrollment, and financial aid awarding strategies.</li> <li>-- Coordinate the law school's role in the university-wide strategic enrollment and marketing planning, by working with the Associate Provost for Enrollment.</li> <li>-- Act as the university expert on legal enrollment trends, establish and maintain relevant trend and market research data, monitor the effectiveness of programs and services in support of strategic enrollment goals, and oversee all communications with prospective, new and returning students.</li> <li>-- Oversee the budget for the Admissions Office and direct changes as needed to maximize effectiveness.</li> <li>-- Develop programs designed to aid in the recruitment and retention and graduation of a culturally diverse and academically qualified student population.</li> <li>-- Set performance expectations and customer service standards for Admissions and annually monitor and evaluate office functions against those standards.</li> <li>-- Represent Admissions on appropriate law school and university committees.</li> <li>-- This job description shall include, but is not necessarily limited to, the above duties.</li> </ul> <p>Minimum Qualifications:</p> <ul style="list-style-type: none"> <li>-- Minimum of a J.D. and demonstrated successful progressive experience in higher education admissions/enrollment management required.</li> <li>-- The successful candidate will possess documented planning and implementation skills, the ability to develop a strong and unified staff, the ability to respond to changing markets and a diverse applicant pool, excellent</li> </ul>

	<p>oral and written communication skills, budget management skills, the ability to assimilate and interpret complex data, and sensitivity to issues related to recruitment and retention of a diverse student body.</p> <p>-- Knowledge of database management and success in application of state-of-the-art information technology to recruitment and retention issues. Knowledge of research skills and statistical background to conduct predictive modeling of enrollment trends and determining price elasticity desired.</p> <p>-- This is a full-time exempt position. Occasional weekend work is required during peak periods and special occasions. Willingness to travel required, travel at recruiting times will be upwards of 80% of the time.</p> <p>-- Valid driver's license required. Incumbent must also be able to meet the University's fleet rules and be eligible to drive for University business. The University's insurance carrier reserves the right to exclude applicants based on their driving record.</p>
<b>Desired Class Level:</b>	Alumni
<b>Posting Date:</b>	December 29, 2011
<b>Expiration Date:</b>	January 31, 2012
<b>Contact:</b>	Human Resources 3200 Fifth Avenue Sacramento, California 95817 United States
<b>Resume Receipt:</b>	Other (see below)
<b>How to Apply:</b>	Please submit your resume, cover letter and salary requirements to: mcgeorgehr@pacific.edu or fax materials to 916.739.7196.
<b>ID:</b>	13852

## Associate Attorney Moblo Fleming & Watt (Novi, MI)

<b>Position Type:</b>	Entry-Level Attorney (0-3 years), Full Time
<b>Practice Area(s):</b>	Insurance
<b>Geographic Preference(s):</b>	Michigan
<b>Description:</b>	ASSOCIATE ATTORNEY needed for busy insurance defense firm in Novi. Seeking licensed attorneys with 0-3 years experience in insurance background and No Fault Act knowledge. Requires excellent skills in writing, communication, and organization. Seeking self-starter who is not afraid of hard work and can utilize software programs with minimal supervision. Position will assist partners in Court appearances, deposition coverage, analysis of cases, and numerous record summaries.
<b>Desired Class Level:</b>	Alumni
<b>Posting Date:</b>	December 29, 2011
<b>Expiration Date:</b>	January 31, 2012
<b>Contact:</b>	General Inquiries 39555 Orchard Hill Place Novi, Michigan 48375-5523 United States
<b>Resume Receipt:</b>	Other (see below)
<b>How to Apply:</b>	E-mail resume and transcripts to Office Administrator at Ncochran@moblofleming.com
<b>Additional Documents:</b>	Unofficial Transcript
<b>ID:</b>	13860

**Career Counselor** Ohio State University Moritz College of Law  
(Columbus OH)

<b>Position Type:</b>	Academic
<b>Practice Area(s):</b>	Alternative Career
<b>Geographic Preference(s):</b>	Ohio
<b>Description:</b>	The Ohio State University Moritz College of Law has an immediate opening for a full-time career counselor. The position reports to the Senior Director of Career Services and is responsible primarily for advising students on all aspects of the career development process including resume and cover letter preparation, and teaching job search strategies and interviewing skills. The career counselor will also assist with developing career-related presentations and both social media and written communications for students. In addition, the career counselor will assist with employer outreach efforts such as attending alumni or employer sponsored events and developing relationships with student services and student organizations as needed. Significant experience in career counseling of law students or attorneys is required and a J.D. and law practice experience is preferred.
<b>Desired Class Level:</b>	Alumni
<b>Posting Date:</b>	December 15, 2011
<b>Expiration Date:</b>	January 31, 2012
<b>Contact:</b>	Linda Sheer Jones 55 W. 12th Avenue Columbus, Ohio 43210 United States
<b>Resume Receipt:</b>	Other (see below)
<b>How to Apply:</b>	To apply: Email a cover letter and resume to Linda Jones, Senior Director of Career Services, jones.2609@osu.edu and apply online at <a href="https://www.jobsatosu.com/posting/365050">https://www.jobsatosu.com/posting 365050</a> .
<b>ID:</b>	13819

## Civil Litigation Defense Attorney Wilson Elser Moskowitz Edelman & Dicker (Washington, DC)

<b>Position Type:</b>	Entry-Level Attorney (0-3 years), Full Time
<b>Practice Area(s):</b>	Civil, Litigation
<b>Geographic Preference(s):</b>	District of Columbia
<b>Description:</b>	We are seeking a Civil Litigation Defense Attorney to work in our Washington DC office. This practice team focuses on the litigation of complex civil litigation cases. Qualified candidates must possess the following: JD from an accredited Law School; Admitted to practice in Washington, DC and Maryland; 1-4 years of substantial experience in civil litigation defense cases; Excellent written and oral communication skills.
<b>Desired Class Level:</b>	Alumni
<b>Posting Date:</b>	December 29, 2011
<b>Expiration Date:</b>	January 31, 2012
<b>Contact:</b>	Robert W. Goodson 700 11th St NW Washington, District of Columbia 20001 United States
<b>Resume Receipt:</b>	Other (see below)
<b>How to Apply:</b>	If you have the desire to work in one of the leading law firms, click here to apply: <a href="https://lawcruit.micronapps.com/sup/lc_supp_app_frm.aspx?lawfirm=221&amp;id=1">https://lawcruit.micronapps.com/sup/lc_supp_app_frm.aspx?lawfirm=221&amp;id=1</a>
<b>ID:</b>	13859

**Communications Director** Alabama Coalition for Immigrant Justice (ACIJ) (Birmingham, AL)

<b>Position Type:</b>	Full Time
<b>Practice Area(s):</b>	Alternative Career, Human Rights, Immigration
<b>Geographic Preference(s):</b>	Alabama
<b>Description:</b>	<p>The Alabama Coalition for Immigrant Justice seeks a Communications Director for a broad coalition of immigrants’™ and civil rights organizations in Alabama. This full-time position requires a minimum six month commitment, with the potential of expanding to a year-long post. This position provides a unique opportunity to shape messaging and communications efforts on a major civil rights campaign in Alabama.</p> <p><b>DUTIES:</b> Reporting to the Communications Committee as well as the Steering Committee Chair, the Communications Director will be responsible for:</p> <ul style="list-style-type: none"> <li>-- Media Relations: the Communications Director is responsible for managing all media requests, messaging issues, and prompt and accurate communications regarding issues pertaining to HB 56.</li> <li>-- Spokesperson Bureaus: The Communications Director maintains and cultivates the HB 56 spokesperson’s™ bureau, and will work to ensure that the those who serve as spokespeople are adequately prepared by the ACIJ communications team.</li> <li>-- Media Planning: in concert with the ACIJ Communications Committee, the Communications Director is responsible for developing and implementing pro-active communications strategies for reaching goals outlined in One Family One Alabama campaign plans.</li> <li>-- Media Monitoring: The Communications Director will act as a liaison between organizers, reporters, legal representatives, and others to ensure proper dissemination of developing stories. The Communications Director is also responsible for seeking placement of ACIJ communications, including op-eds, Letters to the Editor, television segment placement, and other media placements that will result in increased ACIJ visibility.</li> <li>-- Coalition Building: the Communications Director will collaborate closely with national partners who will identify or develop stories of directly affected individuals and families to ensure that requests from outlets for stories are filled as often as possible. The Communications Director also will be responsible for ensuring that press releases are written and disseminated.</li> <li>-- Spanish Language Media: the Communications Director is responsible for ensuring that Spanish language media is able to disseminate timely and accurate information about the legal proceedings in HICA v Bentley.</li> <li>-- Social and online media: The Communications Director will ensure that the basic social media plan is implemented.</li> </ul> <p><b>QUALIFICATIONS:</b></p> <ul style="list-style-type: none"> <li>-- Substantial experience in communications and media relations</li> </ul>

	<ul style="list-style-type: none"> <li>-- Outstanding writing and editing skills</li> <li>-- Experience working with media outlets at national, regional and local levels</li> <li>-- Competency working with diverse audiences, including elected officials, community leaders, coalition partners and the public</li> <li>-- A profound commitment to social justice</li> <li>-- Ability to work on nights and weekends.</li> <li>-- Extensive in-state travel required</li> <li>-- Valid driver license and regular car access required.</li> <li>-- Understanding of immigrants's™ rights, civil rights and advocacy strategies preferred</li> <li>-- Ability to speak and write in Spanish preferred.</li> <li>-- Public policy experience preferred.</li> </ul> <p>Applications will be accepted and considered until the position is filled. The position is available immediately.</p>
<b>Desired Class Level:</b>	Alumni
<b>Posting Date:</b>	November 30, 2011
<b>Expiration Date:</b>	January 31, 2012
<b>Job Duration:</b>	This full-time position requires a minimum six month commitment, with the potential of expanding to a year-long post.
<b>Contact:</b>	J Boltz
<b>Resume Receipt:</b>	Other (see below)
<b>How to Apply:</b>	Please submit a current resume and a one-page letter of interest to <a href="mailto:jboltz@aclualabama.org">jboltz@aclualabama.org</a> with "ACIJ Director of Communications" in the subject line.
<b>Additional Documents:</b>	Cover Letter
<b>Requested Document Notes:</b>	Please submit a current resume and a one-page letter of interest to <a href="mailto:jboltz@aclualabama.org">jboltz@aclualabama.org</a> with "ACIJ Director of Communications" in the subject line.
<b>ID:</b>	13746



**Manager of Student Life/Admissions Coordinator.** Barry  
University School of Law (Orlando FL)

<b>Position Type:</b>	Academic
<b>Practice Area(s):</b>	Alternative Career
<b>Geographic Preference(s):</b>	Florida
<b>Description:</b>	The person in this position is responsible for the following:  -- Student Bar Association -- Student Organizations -- Pro Bono Graduation Requirement -- Barristerâ€™s Ball -- Annual Graduation Events (including Mass, Reception, and Ceremony) -- Assistance with the Student Conduct Code -- Admissions Travel During the Fall Semester (15%) -- Assistance with Admissions Special Events, including Early Start and Orientation (10%)
<b>Desired Class Level:</b>	Alumni
<b>Posting Date:</b>	December 15, 2011
<b>Expiration Date:</b>	January 31, 2012
<b>Contact:</b>	Sheri Lagomarsino 6441 East Colonial Drive Orlando, Florida 32807
<b>Resume Receipt:</b>	Other (see below)
<b>How to Apply:</b>	If you are interested in the position, please contact Sheri Lagomarsino at slagomarsino@mail.barry.edu. The job will be posted on the university website in the next few weeks as well.
<b>ID:</b>	13814

## Associate Attorney Scott & Kienzle, P.A. (Albuquerque, NM)

<b>Position Type:</b>	Mid-Level Attorney (3-7 years)
<b>Practice Area(s):</b>	Banking/Bank/Consumer Banking, Civil Liberties/Civil Rights, Commercial, Construction, Corporate, Finance, Insurance, Land Use, Litigation, Negligence, Personal Injury, Real Estate/Foreclosure/Zoning
<b>Description:</b>	<p>Scott &amp; Kienzle, P.A., an AV rated law firm, seeks associate attorney with 0 to 5 years of experience. Practice areas include commercial litigation, civil litigation, corporate law, business law, creditor bankruptcy, collections, foreclosures, subrogation, land use, election law, Indian law, and civil rights. Strong academic record, writing skills, and interpersonal skills required. Entrepreneurial abilities a plus. Please email a letter of interest, rsum, salary requirements, transcript (official or unofficial is acceptable), and writing sample to Paul M. Kienzle III at paul@kienzlelaw.com.</p> <p>Associate Attorney needed to undertake significant responsibility. That responsibility includes opening a file through pretrial, trial, and appeal. 3Ls and lateral hires considered. We will consider employment and compensation while applicant prepares for and takes the New Mexico bar exam. Great one-of-a-kind opportunity to practice in New Mexico.</p> <p>The firm has submitted amicus briefs to the United States Supreme Court in recent years. The firm practices in all courts in New Mexico -- state, federal, and bankruptcy courts and tribal courts. Applicant is expected to start as soon as possible.</p> <p>Applicant is expected to take the Navajo Nation bar exam at the earliest opportunity once employed. The firm will pay the cost.</p>
<b>Desired Class Level:</b>	3L, Alumni
<b>Posting Date:</b>	January 3, 2012
<b>Expiration Date:</b>	February 2, 2012
<b>Contact:</b>	Mr. Paul M. Kienzle Managing Attorney P.O. Box 587 Albuquerque, New Mexico 87103 United States
<b>Resume Receipt:</b>	Other (see below)
<b>Default email for resumes.:</b>	paul@kienzlelaw.com
<b>How to Apply:</b>	paul@kienzlelaw.com
<b>Additional Documents:</b>	Cover Letter
<b>Requested Document Notes:</b>	Applications without all required information -- letter of interest, rsum, salary requirements, transcript, and writing sample -- will not be considered.
<b>ID:</b>	13864

## Associate Attorney Sullan2, Sandgrund & Perczak, P.C.

<b>Position Type:</b>	Entry-Level Attorney (0-3 years), Full Time
<b>Practice Area(s):</b>	Insurance
<b>Geographic Preference(s):</b>	Colorado- Denver
<b>Description:</b>	Unique opportunity to join Sullan2, Sandgrund & Perczak, P.C.'s busy construction defect and insurance litigation practice. Candidate must have outstanding research and writing skills, good sense of humor and strive for excellence. Deposition and law review experience a plus. There is no restriction on the number of years experience, but some experience is helpful.
<b>Desired Class Level:</b>	Alumni
<b>Posting Date:</b>	December 6, 2011
<b>Expiration Date:</b>	February 6, 2012
<b>Contact:</b>	Ms. Mari K. Perczak Partner 1875 Lawrence Street, Suite 850 Denver, Colorado 80202 United States <a href="http://vsss.com">http://vsss.com</a>
<b>Resume Receipt:</b>	Other (see below)
<b>How to Apply:</b>	Applicants should respond by email only to <a href="mailto:mperczak@vsss.com">mperczak@vsss.com</a> with cover letter, resume, references, sample brief authored 100% by candidate and salary expectations, subject line: "Associate Application."
<b>Additional Documents:</b>	Cover Letter, Writing Sample, Other Documents
<b>Requested Document Notes:</b>	Applicants should respond by email only to <a href="mailto:mperczak@vsss.com">mperczak@vsss.com</a> with cover letter, resume, references, sample brief authored 100% by candidate and salary expectations, subject line: "Associate Application."
<b>ID:</b>	13761

## **Associate Attorney** Kingsford Law Offices (Greeley, CO)

<b>Position Type:</b>	Entry-Level Attorney (0-3 years), Full Time
<b>Practice Area(s):</b>	General Practice
<b>Geographic Preference(s):</b>	Colorado- Greeley
<b>Description:</b>	Full-time associate attorney position in a Greeley law firm. The Firm's practice is in criminal law, family law, misc. civil law and bankruptcy law. Licensed applicant is preferable but not mandatory. If applicant is not licensed yet, then a graduate waiting to take Bar exam or graduating the spring of 2012 is acceptable.
<b>Desired Class Level:</b>	3L, Alumni
<b>Posting Date:</b>	December 15, 2011
<b>Expiration Date:</b>	February 15, 2012
<b>Job Duration:</b>	Permanent
<b>Salary Range:</b>	Negotiable/DOE
<b>Contact:</b>	Ms. Carmen Barrientos Office Manager 825 10th St. Greeley, Colorado 80631 United States <a href="http://Kingsfordlaw.com">http://Kingsfordlaw.com</a>
<b>Resume Receipt:</b>	E-mail
<b>Default email for resumes.:</b>	<a href="mailto:office@kingsfordlaw.com">office@kingsfordlaw.com</a>
<b>Additional Documents:</b>	Cover Letter, Writing Sample
<b>ID:</b>	13815

**Columbia Fellowship in Climate Change Law** Columbia Law School  
 - Center for Climate Change Law (New York, NY)

<b>Position Type:</b>	Entry-Level Attorney (0-3 years), Fellow
<b>Practice Area(s):</b>	Environmental/Natural Resources
<b>Geographic Preference(s):</b>	New York
<b>Description:</b>	<p>Applications are invited for a fellowship in climate change law at Columbia Law School's Center for Climate Change Law. The salary will be \$60,000/year plus benefits. Applicants must have received a J.D. degree within three years prior to the beginning of the Fellowship. Strong academic qualifications and background in environmental or energy law and policy will be expected. The Fellow will function as Associate Director of the Center; will supervise various fellows, visiting scholars and interns; will work on a wide variety of research and writing projects; and will help organize conferences, seminars, collaborative publications, and other projects concerning climate mitigation and adaptation.</p> <p>The Fellowship will be for a one-year period, from September 2012 through August 2013. The application deadline is February 15, 2012.</p> <p>More information about the Center is available at <a href="http://www.ColumbiaClimateLaw.com">www.ColumbiaClimateLaw.com</a>.</p>
<b>Desired Class Level:</b>	3L, Alumni
<b>Posting Date:</b>	November 9, 2011
<b>Expiration Date:</b>	February 15, 2012
<b>Salary Range:</b>	60,000 - 69,999
<b>Contact:</b>	Shelley Welton Deputy Director and Fellow Jerome Greene Hall, Room 517 435 West 116th Street New York, New York 10027 United States
<b>Resume Receipt:</b>	Other (see below)
<b>How to Apply:</b>	Applicants should submit a cover letter, C.V. and law school transcript to <a href="mailto:shelley.welton@law.columbia.edu">shelley.welton@law.columbia.edu</a> (no calls, please).
<b>Additional Documents:</b>	Cover Letter, Unofficial Transcript, Other Documents
<b>Requested Document Notes:</b>	Applicants should submit a cover letter, C.V. and law school transcript to <a href="mailto:shelley.welton@law.columbia.edu">shelley.welton@law.columbia.edu</a> (no calls, please).
<b>ID:</b>	13659

## Capital Fellows Programs Capital Fellows Programs (Sacramento, CA)

<b>Position Type:</b>	Fellow
<b>Practice Area(s):</b>	Government
<b>Geographic Preference(s):</b>	California
<b>Description:</b>	<p>The Center administers four fellowship programs. These programs, known collectively as the Capital Fellows Programs, are nationally recognized. The 18 Assembly Fellows, 18 Senate Fellows, 18 Executive Fellows and 10 Judicial Administration Fellows receive an outstanding opportunity to engage in public service and prepare for future careers, while actively contributing to the development and implementation of public policy in California. The ranks of former fellows include a Justice of the California Supreme Court, members of the United States Congress and the State Legislature, a deputy director of the Peace Corps, state and local government officials, corporate executives and community leaders.</p> <p>Fellows in each program work for 10 - 11 months, receive health benefits and a monthly stipend of \$1972 and are employees of Sacramento State. They work as full-time members of a legislative, executive, or judicial branch office, and are typically given assignments with a significant amount of responsibility and challenges. Fellows also enroll as graduate students at Sacramento State and receive graduate units from the Sacramento State Government Department or Public Policy and Administration Program. The enrollment fees are paid by the programs.</p> <p><b>CALIFORNIA SENATE FELLOWS</b>  Established in 1973, the California Senate Fellows program is one of the oldest and most distinguished service learning programs in the country. The program grew out of a desire to provide people with insight into the legislative process through experiential learning. It offers college graduates a paid, full-time legislative staff position in the State Capitol for 11 month. The program is jointly sponsored by the California State Senate and the Center for California Studies at California State University, Sacramento.</p> <p><b>THE CALIFORNIA EXECUTIVE FELLOWSHIP PROGRAM</b>  The California Executive Fellowship Program is sponsored by the Center for California Studies at California State University, Sacramento and the office of the Governor or provide an experiential learning opportunity in California state government. Fellows work full-time in high levels of the executive branch and meet weekly for graduate seminars. This program uniquely integrates work experiences with academic and professional development.</p> <p><b>THE JESSE MARVIN UNRUH ASSEMBLY FELLOWSHIP PROGRAM</b>  California's Assembly Fellowship Program, founded in 1957, is one of the nation's oldest and most prestigious fellowship programs. This unique program provides an opportunity for aspiring public servants of all ages, backgrounds and experiences to directly participate in the legislative process. The 11-month fellowship provides an introduction to public policy formation and adoption through full-time work as a professional staff in the Assembly. Fellows also participate in a graduate seminar conducted by California State University, Sacramento to further their understanding of state governance.</p>

	<p><b>THE JUDICIAL ADMINISTRATION FELLOWSHIP PROGRAM</b></p> <p>The Judicial Administration Fellowship Program is a partnership between California State University, Sacramento and the Judicial Council of California that provides a unique opportunity to integrate the study of public policy with full-time work in the largest single court system in the world. Since 1997, Judicial Administration Fellows have worked in courts across California, gaining direct experience in the management of a complex and changing court environment.</p> <p>For more information, and to apply, go to:  <a href="http://www.csus.edu/calst/capital_fellows_programs_overview.html">http://www.csus.edu/calst/capital_fellows_programs_overview.html</a></p>
<b>Desired Class Level:</b>	3L, Alumni
<b>Posting Date:</b>	December 8, 2011
<b>Expiration Date:</b>	February 22, 2012
<b>Contact:</b>	Capital Fellows Center for California Studies 6000 J Street Sacramento, California 95819-6081 United States
<b>Resume Receipt:</b>	Other (see below)
<b>How to Apply:</b>	Apply online <a href="http://www.csus.edu/calst/capital_fellows_programs_overview.html">http://www.csus.edu/calst/capital_fellows_programs_overview.html</a>
<b>ID:</b>	13788

## 2012 Environmental Public Policy & Conflict Resolution Dissertation Fellowship Morris K. Udall Foundation (Tucson, AZ)

<b>Position Type:</b>	Fellow
<b>Geographic Preference(s):</b>	Arizona
<b>Description:</b>	<p>The Udall Foundation invites applications for the 2012 Environmental Public Policy &amp; Conflict Resolution Dissertation Fellowship.</p> <p>The Udall Foundation awards two one-year fellowships of up to \$24,000 to doctoral candidates whose research concerns U.S. environmental public policy and/or U.S. environmental conflict resolution, and who are entering their final year of writing the dissertation. Dissertation Fellowships are intended to cover both academic and living expenses from July 1, 2012 through June 30, 2012. The application deadline is February 24, 2012.</p> <p>For additional information about the Dissertation Fellowship, including eligibility, program conditions, and biographies of recent fellows, please visit our website at <a href="http://www.udall.gov">www.udall.gov</a>.</p> <p>Eligible fields of study include geography; marine sciences; environmental anthropology; political science; economics; environmental science, policy and management; ecology; environmental justice; regional planning; natural resource policy; environmental analysis and design, and many more. While scholarly excellence is of prime importance in selection of fellows, the Foundation is also seeking to identify individuals who have a demonstrated commitment to U.S. environmental public policy and/or U.S. environmental conflict resolution, and who have the potential to make a significant impact in the real world. Interdisciplinary projects are particularly welcome.</p>
<b>Desired Class Level:</b>	Alumni
<b>Posting Date:</b>	October 11, 2011
<b>Expiration Date:</b>	February 24, 2012
<b>Contact:</b>	Jane Curlin Senior Program Manager 130 South Scott Avenue Tucson, Arizona 85701 United States
<b>Resume Receipt:</b>	Other (see below)
<b>How to Apply:</b>	Refer to Fellowship's website. Application materials in particular can be found at:  <a href="http://www.udall.gov/OurPrograms/ECRFellowship/ApplicationMaterials.aspx">http://www.udall.gov/OurPrograms/ECRFellowship/ApplicationMaterials.aspx</a> .
<b>ID:</b>	13531



## Associate Position Jacobson, Bristol, Garret & Swartz (Waukon, IA)

<b>Position Type:</b>	Entry-Level Attorney (0-3 years), Full Time
<b>Practice Area(s):</b>	Bankruptcy, Civil, Criminal, Family/Matrimonial, Litigation, Municipal Law, Probate, Real Estate/Foreclosure/Zoning, Taxation, Workers Compensation
<b>Geographic Preference(s):</b>	Iowa
<b>Description:</b>	<p>Dear Future Lawyers:</p> <p>The firm of Jacobson, Bristol, Garrett &amp; Swartz wants to talk to law students interested in a full time associate position with our firm. Currently there are three attorneys in the firm. The areas of practice include: civil litigation, criminal litigation, tax, probate, real estate, municipal law, family law, worker's compensation, bankruptcy law, and others.</p> <p>The firm is located in Waukon, Iowa. Waukon has a population of approximately 4,000 and is the county seat of Allamakee County. It is a rural county in the northeast corner of Iowa bordering Minnesota and Wisconsin along the Mississippi River.</p> <p>We look forward to hearing from you.</p> <p>Respectfully yours,</p> <p>JACOBSON, BRISTOL, GARRETT &amp; SWARTZ</p> <p>Jeffrey L. Swartz</p>
<b>Desired Class Level:</b>	3L, Alumni
<b>Posting Date:</b>	December 29, 2011
<b>Expiration Date:</b>	March 1, 2012
<b>Contact:</b>	Jeffrey L. Swartz P O Box 49 Waukon, Iowa 52172 United States
<b>Resume Receipt:</b>	Other (see below)
<b>How to Apply:</b>	Interested candidates should send promptly a cover letter, resume, references, college and law school transcripts, salary expectations, and a writing sample to: Jeffrey L. Swartz Jacobson, Bristol, Garrett & Swartz P O Box 49 Waukon, IA 52172
<b>Additional Documents:</b>	Cover Letter, Unofficial Transcript, Writing Sample, Other Documents
<b>ID:</b>	13857

**FEDERAL JUDICIAL STAFF ATTORNEY(S)** U.S. Court of Appeals for the Eleventh Circuit (Atlanta, GA)

<b>Position Type:</b>	Entry-Level Attorney (0-3 years), Mid-Level Attorney (3-7 years)
<b>Practice Area(s):</b>	Criminal, Employment/Labor, Government, Immigration
<b>Geographic Preference(s):</b>	Georgia
<b>Description:</b>	<p>STARTING SALARY: \$59,987 (CL 27/25)</p> <p>LOCATION: Atlanta, Georgia</p> <p>OPENING/CLOSING DATES: The Staff Attorneys'™ Office is accepting applications for staff attorney positions that, subject to the availability of funds, will start January 2012.</p> <p>AREA OF CONSIDERATION: All Sources'™Nationwide</p> <p>The types of cases the office presently handles include (1) direct criminal appeals involving sentencing guidelines and guilt/innocence issues, (2) all pro se appeals, including collateral attacks on criminal convictions by state and federal prisoners, and civil rights suits under 42 U.S.C. Â§ 1983, (3) employment discrimination cases (4) immigration cases, and (5) social security appeals. There are also three specialized units within the office. The Jurisdiction Unit assists the Court in the initial review of all appeals filed for the purpose of determining appellate jurisdiction. The Issue Tracking Unit serves to track and catalog relevant legal issues. The Motions Unit processes certain substantive motions, including those for in forma pauperis status, certificates of appealability for 28 U.S.C. Â§Â§ 2254 and 2255 appeals, transcripts at government expense, and motions to appoint, withdraw, and/or substitute counsel. Staff attorneys work in a highly collegial environment with other recent law school graduates and lawyers coming from judicial clerkships or private practice, as well as with more experienced supervisory staff attorneys and senior management. Employment with the office offers a generous benefits package, civil and criminal law experience at the federal court level, and an environment providing significant responsibility and challenge.</p> <p>Staff attorney positions are for two-year terms subject to the availability of funds.</p> <p>To view a complete outline of this job announcement go to:  <a href="http://www.ca11.uscourts.gov">http://www.ca11.uscourts.gov</a></p>
<b>Desired Class Level:</b>	3L, Alumni
<b>Posting Date:</b>	January 2, 2012
<b>Expiration Date:</b>	March 2, 2012
<b>Job Duration:</b>	Staff attorney positions are for two-year terms subject to the availability of funds.
<b>Salary Range:</b>	50,000 - 59,999
<b>Contact:</b>	Sara L Gilibert Manager for Recruiting, Training & Prof. Developme 56 Forsyth Street NW Atlanta, Georgia 30303 United States
<b>Resume Receipt:</b>	Other (see below)
<b>How to Apply:</b>	Apply immediately by sending a complete application package (cover letter, resume, three professional references (contact information only), law school transcript (unofficial accepted), self-edited writing sample, and law school

	class rank and/or percentile) in their first mailing. Third-year law students are encouraged to apply. Incomplete application packages can cause a delay in processing.
<b>Additional Documents:</b>	Cover Letter, Unofficial Transcript, Writing Sample, Other Documents
<b>Requested Document Notes:</b>	cover letter, resume, three professional references (contact information only), law school transcript (unofficial accepted), self-edited writing sample, and law school class rank and/or percentile
<b>ID:</b>	13422

## Judiciary Law Clerks (Several) New Jersey Judiciary (Trenton, NJ)

<b>Position Type:</b>	Judicial Clerk
<b>Geographic Preference(s):</b>	New Jersey
<b>Description:</b>	<p>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. Supreme Court law clerks work with justices on complex cases involving difficult issues of law. Appellate Division law clerks conduct research, analyze legal data, prepare legal memoranda, process emergent motion applications, and proofread published opinions. Law clerks for assignment judges learn all aspects of court administration and assist with processing emergent motions. Trial court law clerks gain practical experience while gaining valuable insight into the judicial process. Under the direction of one or more judges over the course of the year, trial court law clerks observe judicial proceedings, attend conferences with attorneys and judges, receive training in mediation and mediate small claims cases and summarize information for judges. Tax Court law clerks perform duties similar to those assigned to law clerks in the Appellate Division and trial courts, but do not mediate cases.</p> <p>NOTE: Law clerks may hold outside employment with prior approval as provided in the Code of Conduct for Judiciary Employees. The Code is available online at <a href="http://www.judiciary.state.nj.us/rules/appemploy.htm">http://www.judiciary.state.nj.us/rules/appemploy.htm</a>.</p>
<b>Desired Class Level:</b>	3L, Alumni
<b>Posting Date:</b>	July 8, 2011
<b>Expiration Date:</b>	March 31, 2012
<b>Job Duration:</b>	August 27, 2012 through August 31, 2013
<b>Contact:</b>	<p>Sindy Odas  Judiciary Human Resources Division  Richard J. Hughes Justice Complex P.O. Box 989 Trenton, New Jersey  08625-0989 United States</p>
<b>Resume Receipt:</b>	Other (see below)
<b>How to Apply:</b>	<p>Apply in one of two ways.</p> <p>Either:</p> <p>Beginning in September 2011, applicants may send a cover letter and resume directly to individual justices and judges. 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 application. Judges' chambers addresses are on the Judiciary website at <a href="http://www.judiciary.state.nj.us/directory/judgtara.pdf">www.judiciary.state.nj.us/directory/judgtara.pdf</a> under General Information/Directory of Judges &amp; Staff. Candidates will be contacted directly by the justices or judges for interviews that begin in the fall 2011 for the court year that begins August 27, 2012.</p> <p>And/Or:</p> <p>Effective immediately, applicants may also email a resume and cover letter to the Judiciary Human Resources Office, at <a href="mailto:lawclerkresumes.mailbox@judiciary.state.nj.us">lawclerkresumes.mailbox@judiciary.state.nj.us</a></p>

	<p>Attn: Sindy Odas (#11-46). Include in your cover letter the announcement number #11-46, the month and year the juris doctor degree will be awarded, and day and evening telephone numbers. You may indicate a preference for the court, division, and employment location in your e-mail. Do not send writing samples, transcripts, recommendation letters or references to the Human Resources office. Resumes sent to the Human Resources office will be made available to all justices and judges, who will directly contact potential candidates for interviews that will be conducted beginning in the fall of 2011 for the court year that begins August 27, 2012. Resumes for the 2012-2013 court term will be accepted until March 31, 2012.</p>
<b>Additional Documents:</b>	Cover Letter, Unofficial Transcript, Writing Sample, Other Documents
<b>Requested Document Notes:</b>	A resume and cover letter must be submitted. Other documents that may be submitted, though, include writing samples, transcripts, recommendation letters, or a list of references.
<b>ID:</b>	13274

## **Divorce Lawyer Position** Hebets & McCallin (United States)

<b>Position Type:</b>	Entry-Level Attorney (0-3 years)
<b>Practice Area(s):</b>	Criminal Defense
<b>Geographic Preference(s):</b>	Colorado
<b>Description:</b>	Currently we handle exclusively criminal defense cases, however, our practice has a lot of potential synergy with a divorce practice. We are looking for someone with experience and desire to practice divorce law. This person will be building a unique part of our practice, but will receive all the support of the firm's proven techniques for finding and managing clients.
<b>Desired Class Level:</b>	3L, Alumni
<b>Posting Date:</b>	December 22, 2011
<b>Expiration Date:</b>	June 1, 2012
<b>Contact:</b>	Ross Garrett Office Manager 1777 S. Harrison St. Ste 310 Denver, Colorado 80210 <a href="http://www.hebetsmccallin.com">http://www.hebetsmccallin.com</a>
<b>Resume Receipt:</b>	E-mail
<b>Default email for resumes.:</b>	<a href="mailto:info@hebetsmccallin.com">info@hebetsmccallin.com</a>
<b>ID:</b>	13841

**Liberia Law Fellowship** The Carter Center/Washington and Lee Transnational Law Institute (Liberia, West Africa)

<b>Position Type:</b>	Fellow
<b>Practice Area(s):</b>	Civil Liberties/Civil Rights, Constitutional, Government, Government Relations, Human Rights, International
<b>Geographic Preference(s):</b>	International
<b>Description:</b>	<p>THE CARTER CENTER / W&amp;L TRANSNATIONAL LAW INSTITUTE LIBERIA LAW FELLOWSHIP PROGRAM Seeks Applicants for 2011 - 2012 Fellowships</p> <p>The Carter Center (TCC) and the Transnational Law Institute of Washington and Lee University School of Law (W&amp;L) are pleased to announce the opportunity for recent law school graduates to work as law fellows for a variety of government and non-governmental institutions in Liberia, West Africa. Fellows will be placed according to their backgrounds and interests at various government institutions, including: the Ministry of Justice, the Supreme Court, the Ministry of Commerce, the Ministry of Labor, the Ministry of Public Works, the James A. A. Pierre Judicial Institute, The Land Reform Commission, The Law Reform Commission, Independent Human Rights Commission, and The Carter Center. These unfunded fellowships offer a unique opportunity to engage in legal reform and legal development at a critical time in Liberian history, as well as a challenging and interesting personal experience.</p> <p>These positions are unpaid, and there is currently no funding available from either W&amp;L or The Carter Center. The Liberia Law Fellowship Program facilitates the placement of qualified applicants who are sponsored by foundations, law schools, law firms, or other funding source. This is also an excellent opportunity for deferred law firm associates or public interest sabbaticals.</p> <p>The Transnational Law Institute at Washington &amp; Lee was established in 2006, to globalize the study of law at W&amp;L. The Transnational Law Institute supports and coordinates teaching innovations, global externships and fellowships, a speaker series, and visiting faculty to help prepare students for the increasing globalization of legal practice. The Transnational Law Institute has functioned in Liberia since the spring of 2008, conducting The Liberia Access to Justice Practicum; a joint program at Washington and Lee School of Law in Lexington, Virginia and the Louis A. Grimes School of Law at the University of Liberia, Monrovia, Liberia and the United Nations Office of Drugs and Crime.</p> <p>The Carter Center, in partnership with Emory University, is committed to advancing human rights and alleviating unnecessary human suffering. Founded in 1982 by former U.S. President Jimmy Carter and former First Lady Rosalynn Carter, the Atlanta-based Center has helped to improve the quality of life for people in more than 70 countries. The Carter Center, with offices based in Liberia, has operated an Access to Justice Project since 2006. Working with the Ministry of Justice, the Ministry of Internal Affairs, the Judiciary, and the James A. A. Pierre Judicial Institute, The Carter Center is working to help build the capacity necessary within the justice system to provide accessible, fair, and consistent justice.</p>

	<p>Application Details</p> <hr/> <p>Timing: Applicants are invited to apply for placements ranging from a minimum of 6 months to a maximum of 24 months. Applications are accepted on a rolling basis.</p> <p>Qualifications:  -- JD or LL.M. by Fall, 2011 and bar admission or foreign equivalent;  -- excellent legal research and writing skills;  -- excellent communication skills;  -- commitment to working for post-conflict and developing populations;  -- flexibility and patience to work in a developing context;  -- self-motivated with the ability to handle multiple tasks;  -- international experience desired, but not necessary; and  -- willingness (and enthusiasm) to travel to rural areas within Liberia.</p> <p>Facilitators, Funding and Sponsorship:</p> <p>The Transnational Law Institute at Washington and Lee University School of Law promotes and establishes the fellow placements, and The Carter Center facilitates in-country aspects of the fellowship and provides a local point of contact in Liberia. TCC and W&amp;L are fellowship facilitators only. There is no academic credit or funding available from either organization for the fellowships.</p> <p>Once accepted to the Liberia Law Fellowship Program, the program will work with candidates to develop proposals for funding from firms, foundations, or public interest / human rights fellowships.</p> <p>Applicants to the program will receive a more detailed description of the program offerings, terms and conditions.</p>
<b>Desired Class Level:</b>	3L, Alumni, L.L.M.
<b>Posting Date:</b>	August 7, 2011
<b>Expiration Date:</b>	August 7, 2012
<b>Job Duration:</b>	Minimum commitment of 6 months.
<b>Salary Range:</b>	Unpaid(Volunteer)
<b>Contact:</b>	Ms. Elizabeth Neidzwski Liberia Law Fellowship Program Coordinator Washington and Lee University School of Law Transnational Law Institute Lexington, Virginia 24450
<b>Resume Receipt:</b>	E-mail
<b>Default email for resumes.:</b>	WLUTCC@wlu.edu
<b>Additional Documents:</b>	Cover Letter
<b>Requested Document Notes:</b>	E-mail a resume and cover letter detailing interest in position, potential funding sources, relevant deadlines, length of availability and available start date to: Elizabeth Neidzwski Liberia Law Fellowship Program Coordinator Transnational Law Institute Washington & Lee School of Law WLUTCC@wlu.edu



## Marketing Consultant WealthVest Marketing (Bozeman, Montana)

<b>Position Type:</b>	Fall, Spring, Summer
<b>Geographic Preference(s):</b>	Montana
<b>Description:</b>	WealthVest Marketing is a nationally recognized financial services firm serving high-end financial advisors across the country. We develop and market guaranteed return investments for financial advisors, who in turn market to retail investors. The financial services company was founded by Wade Dokken, a founder and CEO of a \$46 billion financial services company, and Lincoln Collins, also a founder, COO and CEO of Hartford Life Europe. Wade and Lincoln sold their previous company, American Skandia, for \$1.3 billion in 2003. Both are highly recognized national industry leaders. Offices are in Bozeman, Montana and San Francisco, CA. Positions are predominantly in Bozeman, Montana.
<b>Desired Class Level:</b>	3L, Alumni
<b>Posting Date:</b>	October 5, 2010
<b>Expiration Date:</b>	October 5, 2012
<b>Salary Range:</b>	30,000 - 39,999
<b>Contact:</b>	Mr. Matt Sawyer VP of Sales 1007 East Main Street #101 Bozeman, Montana 59715 United States <a href="http://wealthvest.com">http://wealthvest.com</a>
<b>Resume Receipt:</b>	Other (see below)
<b>Default email for resumes.:</b>	<a href="mailto:matt@wealthvest.com">matt@wealthvest.com</a>
<b>How to Apply:</b>	Please take the initiative to forward your resume directly to Matt Sawyer at <a href="mailto:matt@wealthvest.com">matt@wealthvest.com</a> , or call him directly. Also please login you information on our web page at <a href="http://www.wealthvest.com/sales-opportunities/apply.html">http://www.wealthvest.com/sales-opportunities/apply.html</a>
<b>Requested Document Notes:</b>	Thank you for applying to WeathVest. Please take the initiative to forward your resume directly to Matt Sawyer at <a href="mailto:matt@wealthvest.com">matt@wealthvest.com</a> , or call him directly. Also please login you information on our web page at <a href="http://www.wealthvest.com/sales-opportunities/apply.html">http://www.wealthvest.com/sales-opportunities/apply.html</a>
<b>ID:</b>	12614

**Staff Attorney** Catholic Community Services of Southern Arizona, Inc.  
(Tucson, AZ)

<b>Position Type:</b>	Entry-Level Attorney (0-3 years), Full Time
<b>Geographic Preference(s):</b>	Colorado
<b>Description:</b>	<p><b>PRIMARY FUNCTION</b></p> <p>Responsible for providing legal representation for immigrant victims of domestic violence, dating violence, sexual assault and stalking in Pima, Pinal, Yuma, Santa Cruz and Cochise counties, who are seeking immigration relief through United States Citizenship and Immigration Services (USCIS), the Immigration Court, or the Board of Immigration Appeals. Responsible for managing, coordinating and supervising the work of legal staff, interns, and volunteer attorneys. May perform other duties as assigned.</p> <p><b>EXAMPLES OF ESSENTIAL FUNCTIONS</b></p> <ul style="list-style-type: none"> <li>-- Represent immigrant victims of domestic violence, dating violence, sexual assault and stalking in Pima, Pinal, Yuma, Santa Cruz and Cochise counties in seeking immigration relief through the United States Citizenship and Immigration Services (USCIS), Immigration Court, and Board of Immigration Appeals.</li> <li>-- Prepare all legal documents for USCIS, including, but not limited to VAWA self-petitions and U Visa petitions and appeals for immigrant victims of domestic violence, dating violence, sexual assault, and stalking.</li> <li>-- Prepare and submit or coordinate with CSS's administrative staff and/or the program's Advisory Board regarding the preparation and submission of grant applications, proposals, progress and other applications/reports necessary to maintain and/or expand the VAWA and U Visa program</li> <li>-- Prepare and submit regular quarterly Legal Assistance for Victims grant reports to the Department of Justice</li> <li>-- Ensure compliance with the terms of the Department of Justice's Legal Assistance for Victims grant</li> <li>-- Supervise staff including, but not limited to, the paralegals, volunteer attorneys, and legal interns</li> <li>-- Identify and pursue training needs for legal staff</li> <li>-- Coordinate and manage caseload of all VAWA and U Visa clients in Pima, Pinal, Yuma, Santa Cruz and Cochise Counties.</li> <li>-- Identify and pursue training needs for staff, and remain current on all immigration law matters relating to caseload</li> <li>-- Maintain collaborative relationships with Southern Arizona Legal Aid (SALA)</li> <li>-- Maintain collaborative relationships with Southern Arizona Battered Immigrant Women Project (BIWP) partners and others as appropriate, in Pima, Pinal, Yuma, Santa Cruz and Cochise counties</li> <li>-- Develop and oversee all office procedures relating to the management of legal cases</li> <li>-- Evaluate claims of potential applicants for asylum and assist in referral of such cases to pro bono lawyers</li> <li>-- Maintain professional contacts in local and national immigration community</li> </ul> <p>The above statement reflects the general duties considered necessary to</p>

	<p>describe the principal functions of the job as identified, and shall not be considered a detailed description of all work requirements that may be inherent in the job.</p> <p>MINIMUM QUALIFICATIONS</p> <ul style="list-style-type: none"> <li>-- Hold an active membership in any state or federal bar or standing as a Board of Immigration Appeals Accredited Representative</li> <li>-- Strong organizational, oral, and written skills</li> <li>-- Strong skills in legal research, analysis, and writing</li> <li>-- Ability to interact professionally and negotiate effectively with opposing counsel</li> <li>-- Professional demeanor</li> <li>-- Proficiency in MS-Excel, MS-Word, Immigration Pro, and Lexis Nexis.</li> <li>-- Bilingual (English/Spanish) both written and verbal</li> <li>-- One year supervisory experience</li> <li>-- One year experience in immigration law</li> <li>-- Fingerprint Clearance</li> <li>-- Maintain valid AZ Driver license and insurance</li> </ul> <p>DESIRED QUALIFICATIONS</p> <ul style="list-style-type: none"> <li>-- Juris Doctor from an accredited law school</li> <li>-- Additional years of VAWA and U Visa immigration law experience</li> </ul>
<b>Desired Class Level:</b>	Alumni
<b>Posting Date:</b>	November 10, 2011
<b>Expiration Date:</b>	November 10, 2012
<b>Salary Range:</b>	40,000 - 49,999
<b>Contact:</b>	Human Resources 140 W. Speedway, Suite 230 Tucson, Arizona 85705 United States
<b>Resume Receipt:</b>	Other (see below)
<b>How to Apply:</b>	<p>Complete application in person or send resume to: Catholic Community Service of Southern Arizona, Inc. Human Resources Department 140 W. Speedway, Suite 230 Tucson, AZ 85705</p> <p>Fax resume and cover letter - 520-770-8505</p> <p>Email resume and cover letter - <a href="mailto:humanresources@ccs-soaz.org">humanresources@ccs-soaz.org</a></p> <p>Apply online at <a href="http://www.ccs-soaz.org">www.ccs-soaz.org</a></p>
<b>Additional Documents:</b>	Cover Letter
<b>ID:</b>	13667

**Litigation Associate** Treece Alfrey Musat & Bosworth, P.C. (Denver, CO)

<b>Position Type:</b>	Entry-Level Attorney (0-3 years)
<b>Practice Area(s):</b>	Litigation
<b>Geographic Preference(s):</b>	Colorado
<b>Description:</b>	Requirements: 1-3 years professional experience. Residency: US Citizen/Permanent Resident (full authorization to work) Employment Start Date: Immediately No of Openings: 1 Work Schedule: 9-5, Mon-Fri Hours per Week: 40 Wage/Salary: Negotiable
<b>Desired Class Level:</b>	Alumni
<b>Posting Date:</b>	November 11, 2011
<b>Expiration Date:</b>	December 2, 2012
<b>Salary Range:</b>	Negotiable/DOE
<b>Contact:</b>	Mary Ann Buys 999 18th Street Suite 1600 Denver, Colorado 80202 United States
<b>Resume Receipt:</b>	Other (see below)
<b>How to Apply:</b>	Email resume to mbuys@tamblaw.com
<b>ID:</b>	13675

**Admissions Manager** Atlanta's John Marshall Law School (Atlanta, GA)

<b>Position Type:</b>	Academic, Full Time
<b>Practice Area(s):</b>	Alternative Career
<b>Geographic Preference(s):</b>	Colorado
<b>Description:</b>	<p>General Purpose of the Job  The Admissions Manager plans and implements the Law School's admissions procedures, operations, correspondence and contact with prospective students, applicants and matriculating students for both the Juris Doctor and LL.M in Employment Law Programs.</p> <p><b>RESPONSIBILITIES:</b></p> <ol style="list-style-type: none"> <li>1. Prospective Student Responsibilities <ul style="list-style-type: none"> <li>-- Counsel prospective students via phone, email, and/or personal visits</li> <li>-- Respond daily to all inquiries received via email, website, or phone</li> <li>-- Enter catalog requests into prospective data base and send catalog packets daily</li> <li>-- Be knowledgeable in all areas pertaining to the admissions process and application procedures</li> <li>-- Be knowledgeable with all aspects of the Law School's academic program and statistical data</li> <li>-- Schedule prospective student tours and give tours when needed.</li> <li>-- Edit and/or draft general correspondence to prospective students</li> <li>-- Continuously research new opportunities for improving Admissions Office procedures</li> </ul> </li> <li>2. General Office Duties <ul style="list-style-type: none"> <li>-- Responsible for Weekly Inquiry Report including the total number of inquiries received weekly as well as the total number of applications received.</li> <li>-- Responsible to track total number of paper applications received</li> <li>-- Maintain organization of Admissions Office materials and supplies and place order for office supplies when needed</li> <li>-- Responsible for organizing and maintaining file cabinets as well as locking them when appropriate</li> <li>-- Responsible for training, overseeing duties, and work hours, of student workers assigned to the Office of Admissions</li> </ul> </li> <li>3. Open Houses, Orientation, and Other School Wide Held Events <ul style="list-style-type: none"> <li>-- Assist with events in conjunction with both the Office of Admissions and the Dean's Office</li> <li>-- Assist with planning and arranging for student volunteers for assigned events</li> </ul> </li> <li>4. Recruiting <ul style="list-style-type: none"> <li>-- Represent AJMLS at a number of graduate and professional school days, LSAC events, job fairs, minority recruiting events, individual visits and other outreach events throughout the year when needed. Out of town travel may be required.</li> <li>-- Assist with drayage of materials to various events</li> </ul> </li> <li>5. Applicants <ul style="list-style-type: none"> <li>-- Responsible for electronically managing file completion including scanning of applicant documents into the system</li> <li>-- Work in conjunction with other Admissions staff to maintain and execute the established yearly correspondence plan for all prospective students and</li> </ul> </li> </ol>

	<p>applicants</p> <ul style="list-style-type: none"> <li>-- Council applicants via email, phone, and mail regarding the program, application process, status and prospect for admission</li> <li>-- Process incoming applications and all other correspondence received</li> <li>-- Be knowledgeable and proficient with all application processing procedures including admissions software and campus software used</li> <li>-- Enter and update all applicants and documents received in appropriate admissions software in a timely manner</li> <li>-- Be proficient in data base management</li> </ul> <p>6. Continuing Education</p> <ul style="list-style-type: none"> <li>-- Attend Law School Admissions Council annual conferences when required</li> <li>-- Keep current information and have up to date knowledge of the number of current applications, median scores, diversity of current student population and applicant pool, upcoming recruiting fairs and open houses, class offerings, faculty members, staff, administration, student organizations, and bar passage rates.</li> <li>-- Bring ideas regarding suggestion of improvement of procedures, prospecting, recruiting, or any ideas thought to enhance the AJMLS Recruitment and Marketing Department.</li> </ul> <p>The individual in this position is expected to perform all above duties with a positive, professional demeanor and conduct. On a frequent basis the individual may be required to take on additional or new tasks in order to keep the daily workflow up to date. The individual will work jointly with the Admissions staff to improve the overall success and functioning of the Office of Admissions by incorporating new ideas and systems suggested by themselves or other members of the law school community.</p> <p>Qualifications</p> <ul style="list-style-type: none"> <li>-- BS degree from an accredited college or university.</li> <li>-- 5 to 7 years experience in an admissions and recruitment environment; public relations and/or direct marketing experience is a plus.</li> <li>-- Keen project management skills with an ability to interact with as well as motivate others to succeed on several fronts simultaneously</li> <li>-- Effective verbal and written communication on all levels and both internally and externally</li> <li>-- Some travel is required during the fall recruiting season.</li> <li>-- Strong analytical, technical and mathematical abilities</li> <li>-- Self-motivated, analytical, quick learner, organized, detail-oriented, multi-tasker</li> <li>-- Prioritizes workload and meets deadlines for a variety of marketing "deliverables"</li> <li>-- Demonstrates initiative with a results orientation, while exhibiting strong drive and leadership skills</li> </ul>
<b>Desired Class Level:</b>	Alumni
<b>Posting Date:</b>	November 16, 2011
<b>Expiration Date:</b>	December 16, 2012
<b>Contact:</b>	Alan Boyer Associate Dean of Recruitment and Marketing 1422 West Peachtree St. NW Atlanta, Georgia 30309 United States
<b>Resume Receipt:</b>	Other (see below)
<b>How to Apply:</b>	Please email a cover letter of interest, resume, salary history and list of three references to: Alan Boyer, Associate Dean of Recruitment and Marketing, at

	aboyer@johnmarshall.edu
<b>Additional Documents:</b>	Cover Letter, Other Documents
<b>Requested Document Notes:</b>	Please email a cover letter of interest, resume, salary history and list of three references to: Alan Boyer, Associate Dean of Recruitment and Marketing, at aboyer@johnmarshall.edu
<b>ID:</b>	13703

## **Associate Attorney** King & Greisen (Denver, CO)

<b>Position Type:</b>	Full Time, Mid-Level Attorney (3-7 years)
<b>Practice Area(s):</b>	Civil Liberties/Civil Rights, Employment/Labor
<b>Geographic Preference(s):</b>	Colorado
<b>Description:</b>	King & Greisen, LLP, a "do-gooder" plaintiff's civil rights and employment law firm is looking for an associate with minimum 4 years of experience in either litigation and/or employment practice. Need someone who is dedicated to "the cause" and willing to put nose to the grindstone, but can laugh at absurdity and doesn't take self too seriously. Prior public defender experience a plus.
<b>Desired Class Level:</b>	Alumni
<b>Posting Date:</b>	November 16, 2011
<b>Expiration Date:</b>	December 16, 2012
<b>Contact:</b>	Genina A. Taylor 1670 York Street Denver, Colorado 80206 United States
<b>Resume Receipt:</b>	Other (see below)
<b>How to Apply:</b>	Resumes only please to <a href="mailto:gtaylor@kinggreisen.com">gtaylor@kinggreisen.com</a>
<b>ID:</b>	13699



**Associate Dean of Enrollment Management** Vermont Law School  
(South Royalton, VT)

<b>Position Type:</b>	Academic, Full Time
<b>Practice Area(s):</b>	Alternative Career
<b>Geographic Preference(s):</b>	Northeast (ME, NH, VT, MA, CT, RI, NY, NJ, PA)
<b>Description:</b>	<p>The Position: Reporting to the Vice President of Operations, the Associate Dean for Enrollment Management provides the vision, leadership, and administration for all functions related to Admissions and Financial Aid including planning, organization, and coordination of recruitment and financial aid strategies, policies and initiatives designed to strengthen the academic quality and diversity of the student body in its Juris Doctor, Masters, and LLM programs.</p> <p>Qualifications:  -- Advanced degree from an accredited institution preferred with relevant experience in admissions at the graduate level.  -- Ability to lead and implement a vision for Enrollment/Admissions Department in collaboration with senior administration and faculty.  -- Minimum of three years demonstrated record of progressive supervisory experience.  -- Proven history of success with setting and achieving enrollment goals, budget management, and experience using data and information effectively in planning, decision-making, and assessment of enrollment strategies and processes.  -- Strong strategic, analytical thinker with a solid understanding of marketing and its relationship to enrollment and the institutional budget.  -- Technologically current with enrollment, admissions, and financial aid software programs.  -- Proven management and communication skills along with a dynamic personality to articulate the strategy and direction across all levels of the campus.  -- Ability to work with culturally diverse populations and be involved as a leader within the community.  -- Ability and desire to travel extensively during peak recruiting periods.</p> <p>Why consider the opportunity?  -- Mission &amp; Reputation: Vermont Law School is a unique institution with stellar faculty, students and alumni offering innovative experiential learning programs and the number one ranked environmental law program in the U.S. in 2011. Vermont Law School was created to establish an innovative cutting-edge curriculum to educate lawyers to affect progressive change in environmental law and social policy by preparing graduates to practice in all 50 states.  -- Professional Growth: Outstanding collaborative opportunity to create and implement innovative strategies to attract highly qualified students and to establish world class customer service standards for internal and external constituents.  -- Lifestyle: Vermont Law School is surrounded by an abundance of lakes, rivers, forests and the Green Mountains, providing beautiful scenery and countless recreation, sports, and cultural activities. The attractive campus is located two-hours north of Boston and only three-hours south of Montreal. The central Vermont region is home to numerous world class resorts such as Killington, Stowe and Sugarbush.</p>
<b>Desired Class Level:</b>	Alumni

<b>Posting Date:</b>	November 16, 2011
<b>Expiration Date:</b>	December 16, 2012
<b>Contact:</b>	Human Resources P.O. Box 96, Chelsea Street South Royalton, Vermont 05068
<b>Resume Receipt:</b>	Other (see below)
<b>How to Apply:</b>	Email to <a href="mailto:Jobs@VermontLaw.edu">Jobs@VermontLaw.edu</a>
<b>ID:</b>	13704

**Asst. Director of Marketing** Atlanta's John Marshall Law School  
(Atlanta, GA)

<b>Position Type:</b>	Academic, Full Time
<b>Practice Area(s):</b>	Alternative Career
<b>Geographic Preference(s):</b>	Colorado
<b>Description:</b>	<p>Reporting to the Associate Dean of Recruitment and Marketing, the Assistant Director of Marketing at John Marshall Law School is responsible for developing and managing law school recruitment and marketing programs, including, but not limited to, program marketing planning, direct mail campaigns, publications, advertising, special events and media relations. This is a hands-on position that requires strong writing, editing and project coordination skills. The Assistant Director of Marketing will help structure the law school's marketing function, establishing internal and external policies and guidelines for maximum effectiveness.</p> <p><b>Duties and Accountabilities:</b></p> <ul style="list-style-type: none"> <li>-- Collaborate with and support the Assistant Director of Admissions and Academic Program Directors</li> <li>-- Coordinate all phases of the editorial process, from concept through final proofreading for print and digital publications, to ensure accuracy of content, effectiveness of message and consistency of style.</li> <li>-- Coordinate closely with the Communications Manager on executing internal and external communications efforts.</li> <li>-- Supervise outside vendors (design, advertising, printing, photography, web development and public relations firms) to successfully plan and implement overall marketing plan components, including but not limited to brochures, advertising, web sites, direct mail campaigns, etc.</li> <li>-- Plan and manage strategies and activities to promote the law school through media contacts. Serve as media spokesperson to maximize the image and public awareness of the law school.</li> </ul> <p><b>Qualifications:</b></p> <ul style="list-style-type: none"> <li>-- Seven to 10 years of increasingly responsible experience in marketing, recruitment and/or admissions, alumni or constituent relations, preferably in a higher education environment. Bachelor's degree in marketing, business administration, journalism, public relations or mass communications or related field is required.</li> <li>-- A team player with experience managing and developing marketing staff and supervising agencies and consultants.</li> <li>-- Knowledge of public and media relations, marketing, strategic communications, and project, budget and staff management required. Familiarity with business computing, websites and electronic presentation media also important.</li> </ul>
<b>Desired Class Level:</b>	Alumni
<b>Posting Date:</b>	November 16, 2011
<b>Expiration Date:</b>	December 16, 2012
<b>Contact:</b>	Alan Boyer Associate Dean of Recruitment and Marketing 1422 West Peachtree St. NW Atlanta, Georgia 30309 United States
<b>Resume Receipt:</b>	Other (see below)
<b>How to Apply:</b>	Please email a cover letter of interest, resume, salary history and list of three references to: Alan Boyer, Associate Dean of Recruitment and Marketing, at

	aboyer@johnmarshall.edu
<b>Additional Documents:</b>	Cover Letter, Other Documents
<b>Requested Document Notes:</b>	Please email a cover letter of interest, resume, salary history and list of three references to: Alan Boyer, Associate Dean of Recruitment and Marketing, at aboyer@johnmarshall.edu
<b>ID:</b>	13702

**Corporate Counsel and Assistant Corporate Secretary** Intrepid Potash, Inc. (Denver CO)

<b>Position Type:</b>	Full Time, Mid-Level Attorney (3-7 years)
<b>Geographic Preference(s):</b>	Colorado
<b>Description:</b>	<p>Position Summary: Assists the company with public company securities reporting and record keeping obligations and assists with commercial contracting. Education and/or Experience Bachelor's degree (B. A.) from four-year college or university; Juris Doctorate degree (J.D.); at least four years of related experience and/or training at a law firm or in-house legal department.</p> <p>Essential Functions</p> <ul style="list-style-type: none"> <li>--Maintains and audits corporate records.</li> <li>--Coordinates and distributes regulatory information and updates.</li> <li>--Serves as Assistant Secretary and keeps corporate seals, maintain books of minutes and general corporate documents in an organized and complete manner</li> <li>--Coordinates and reconciles stock transfer activity.</li> <li>--Monitors insider stock purchases and sales.</li> <li>--Files Forms 3, 4, and 5 in an appropriate and timely manner.</li> <li>--Primary drafting responsibility for the Proxy Statement.</li> <li>--Monitors Rule 144 compliance.</li> <li>--Primary compliance contact for the NYSE. Responsible for preparing the annual and CEO certification, quarterly reporting of share activity, and other NYSE related activity,</li> <li>--Primary contact with stock transfer agent.</li> <li>--Coordinates annual stockholders meetings.</li> <li>--Assists with preparation for Board and Committee meetings.</li> <li>--Assists in preparation of Forms 10-Q, 10-K, and 8-K.</li> <li>--Supports operations, procurement and contracting functions with preparation and negotiation of contracts and supervises Contracts Administration Manager's work on these matters.</li> <li>--Support role in any debt financing, debt offering, equity offering, or mergers &amp; acquisitions.</li> </ul> <p>Other Functions</p> <ul style="list-style-type: none"> <li>--Conducts legal research on subjects of corporate and securities law as requested.</li> <li>--Monitors legal developments in securities, transactional and corporate governance areas.</li> <li>--Supports General Counsel with assistance on various legal matters.</li> </ul> <p>Education and/or Experience</p> <p>Bachelor's degree (B. A.) from four-year college or university; Juris Doctorate degree (J.D.); at least four years of related experience and/or training at a law firm or in-house legal department..</p> <p>Specific Skills</p> <p>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.</p>

	<p>Ability to read, analyze, interpret, and prepare common financial reports, and legal documents. Ability to respond to common inquiries or complaints from regulatory agencies, or members of the business community. Ability to write documentation for publication that conforms to prescribed style and format.</p> <p>Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.</p> <p><b>Specific Knowledge, Licenses, Certifications</b> Working understanding of Section 16 reporting requirements, able to research Section 16 reporting utilizing a Romeo &amp; Dye type reference, competent user of Excel. Working understanding of SEC's periodic reporting requirements and strong securities background. Familiarity with commercial contracts and contracting process.</p> <p><b>Supervisory Responsibilities</b> None</p> <p><b>Physical Demands</b> The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</p> <p>Specific vision abilities required by this job include close vision, distance vision and ability to adjust focus. While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is occasionally required to stand and walk.</p> <p><b>Work Environment</b> The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually quiet.</p> <p>While visiting Intrepid's mine sites, you may be exposed to the following: low light, dusty conditions, damp conditions, uneven surfaces, slippery surfaces, confined spaces, exposure to minor vibrations, loud noises, and other exposure to conditions that could potentially cause body injury.</p>
<b>Desired Class Level:</b>	Alumni
<b>Posting Date:</b>	November 16, 2011
<b>Expiration Date:</b>	December 16, 2012
<b>Contact:</b>	Human Resources 707 17th Street Suite 4200 Denver, Colorado 80202 United States
<b>Resume Receipt:</b>	Other (see below)
<b>How to Apply:</b>	Apply online <a href="http://www.intrepidpotash.com/careers/search-jobs.html">http://www.intrepidpotash.com/careers/search-jobs.html</a>

**Part-Time Immigration Attorney** The Law Office of Emily Cohen  
(Boulder, CO)

<b>Position Type:</b>	Entry-Level Attorney (0-3 years), Paid Intern, Part Time, Research Assistant
<b>Practice Area(s):</b>	Immigration
<b>Geographic Preference(s):</b>	Colorado- Boulder
<b>Description:</b>	Solo immigration attorney is looking for a 2L, 3L, or recent graduate to assist in drafting immigration pleadings, immigration petitions, and government correspondence. Will meet weekly to collect assignments, but work can be done from your home. Daily email and phone contact to monitor and discuss progress.  Pay commensurate with experience.
<b>Desired Class Level:</b>	2L, 3L, Alumni
<b>Posting Date:</b>	December 16, 2011
<b>Expiration Date:</b>	December 16, 2012
<b>Salary Range:</b>	Negotiable/DOE
<b>Contact:</b>	Emily Cohen Managing Partner 1942 Broadway Street, Ste. 314 Boulder, Colorado 80302 United States <a href="http://www.emilycohenlaw.com">http://www.emilycohenlaw.com</a>
<b>Resume Receipt:</b>	Other (see below)
<b>Default email for resumes.:</b>	<a href="mailto:emily@emilycohenlaw.com">emily@emilycohenlaw.com</a>
<b>How to Apply:</b>	<a href="mailto:emily@emilycohenlaw.com">emily@emilycohenlaw.com</a>
<b>Additional Documents:</b>	Cover Letter, Unofficial Transcript, Writing Sample
<b>ID:</b>	13828

**Associate Immigration Attorney, Entry Level** Antone, Casagrande & Adwers, P.C. (Farmington Hills, MI)

<b>Position Type:</b>	Entry-Level Attorney (0-3 years)
<b>Practice Area(s):</b>	Immigration
<b>Geographic Preference(s):</b>	Michigan
<b>Description:</b>	<p>One or more positions are available in 2012 for entry-level associate immigration attorney at Antone, Casagrande &amp; Adwers, P.C., an AV-rated Michigan-based immigration law firm. Upcoming 2012 graduates as well as recent alumni are welcome to apply.</p> <p>Candidate must have passion for all areas of immigration law including family reunification, deportation proceedings, business and employment visas, refugee and asylum issues, alien advocacy law before the Immigration and Federal Courts, citizenship and naturalization, among other immigration-related fields. Will deal with diverse client base on cases ranging from those involving foreign nationals threatened with deportation because of visa overstays, illegal entrants, or criminal violations to professionals and international businesses seeking employment-based or investors visas. Might represent aliens in detention and might need to make occasional visits to immigrants detention facilities. Must be willing to handle court cases, defending immigrants in various administrative, federal district, and appellate courts. May deal with difficult family separation issues and stressful international business demands. The position offers a wide range of experiences from Immigration and Federal Court proceedings to green cards and visas for foreign professionals meeting international business needs. Applicants who prefer to focus only on certain areas of immigration (e.g. removal defense or court cases, business based immigration, or family based immigration) are requested to please indicate so in their cover letter.</p> <p>Candidate's background should reflect interest in immigration, in diverse cultures, and must reflect good scholastic performance. Requires excellent oral communication and advocacy skills. To enjoy the work, the candidate must feel passionate about the importance of the economic contribution and the civil, human, and constitutional rights of the immigrant population, whether legal or undocumented. Please elaborate on any demonstrative interest you have had in immigration, international law, or diverse cultural issues, whether at law school, undergraduate, or through work, volunteer, or travel experience. Knowledge of foreign language is a plus, but not necessary.</p> <p>For candidates from out of the State of Michigan, please indicate if you have any prior experience living, studying, or working in Michigan. Because we hire with the expectation of potentially long term employment, please elaborate on your willingness to relocate to the Detroit Metro area for the foreseeable future.</p> <p>Immediate client contact and early responsibility. Friendly environment, flexible work requirements, future advances, profit sharing, 401k, and medical insurance, if needed. For information about our firm, visit our web site at <a href="http://www.antone.com">www.antone.com</a>.</p> <p>We cannot respond to phone call inquiries, but please email cover letter, resume and any available transcripts (need not be official) to: <a href="mailto:jobs@antone.com">jobs@antone.com</a> or mail to Law Offices of Antone, Casagrande &amp; Adwers,</p>



	P.C., attention N. Peter Antone, 31555 W. 14 Mile Road, Suite 100, Farmington Hills, MI 48334. Thank you.
<b>Desired Class Level:</b>	3L, Alumni
<b>Posting Date:</b>	September 10, 2011
<b>Expiration Date:</b>	December 31, 2012
<b>Contact:</b>	N. Peter Antone President 31555 W. 14 Mile Road Suite 100 Farmington Hills, Michigan 48334 United States
<b>Resume Receipt:</b>	Other (see below)
<b>Default email for resumes.:</b>	jobs@antone.com
<b>How to Apply:</b>	Email resumes to: jobs@antone.com
<b>Additional Documents:</b>	Cover Letter, Unofficial Transcript
<b>ID:</b>	13450