ST. THOMAS UNIVERSITY SCHOOL OF LAW CAREER SERVICES OFFICE

CAREER SERVICES NEWS

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EXTENDED CAREER SERVICES HOURS

In order to accommodate students that are off campus during regular hours, the Career Services Office (CSO) will be open as follows this semester:

Monday: 9:00am—5:00pm

Tuesday: 9:00am—6:30pm

Wednesday: 9:00am—5:00pm

Thursday: 9:00am—6:30 pm

Friday: 9:00am—5:00pm

If you need to make an appointment outside of these hours, please contact the CSO.

IMMEDIATE LAW CLERK OPPORTUNITIES

Hamilton Risk Management is a non-standard auto insurance Company based in Miami, FL. Their subsidiaries are Kingsway Amigo Insurance Co.; APPCO Financial Services, a captive Premium Finance Company; and Insurance Management Services, a managing general agency. They have been in business in Miami since 1974.

They are currently hiring a part time Law Clerk. Qualifications: 2L; Ability to Work a Minimum of 20 Hrs/Wk. The Law Clerk will be expected to: thoroughly review PIP claims files and conduct the Initial File Review; understand the substantive legal issues; make determinations as to what affirmative defenses are available; prepare discovery responses; effectively conduct legal research; and assist with other duties as assigned by an attorney.

Please fax resumes to (305)716-6419, or e-mail to sregato@kingswayamigo.com.

Insurance litigation law firm is seeking a 2L law clerk for part-time position. Applicant must be immediately available to start. Spanish speaker is a plus. Please send resume and cover letter to frank@montesanoperez.com.

Law Clerk for a prestigious law firm. Applicants should have a 3.0 (*preferred*). Individual must be professional, energetic and extremely detailed oriented. Duties include typing correspondence, drafting memos, demand letters, legal research, depositions, discovery, monitor all incoming and outgoing correspondence, etc. Must have a pleasant client-friendly attitude. This position requires excellent research, typing, grammar, and organizational skills. References required. Interested applicants please forward Cover Letter, and Resume to HR@stfleur.com. Pay commensurate on experience and academic achievement.

Lunch & Learn

The Career Service Office will be hosting a Resume & Cover Letter Workshop this week, Thursday, September 1, 2011,12:00pm – 1:00pm, in Room A-112. We will go over tips and techniques for preparing a legal resume and cover letter. To RSVP e-mail Mercedes Pino (mmpino@stu.edu).

LEGAL SERVICES OF GREATER MIAMI—INTERNS NEEDED

LSGMI relies on assistance from law students to fulfill its mission to serve the low-income community of Miami-Dade County. Working at LSGMI during law school gives you immediate, hands-on experience with the clients we serve and the cases we handle. You will not be limited to doing legal research. Law student positions can be paid or volunteer, part-time or full-time. Law students frequently complete externships at LSGMI for school credit.

For all law clerk positions, LSGMI seeks students with a commitment to and passion for the rights of low-income clients. Bilingual capability (Spanish or Haitian Creole) is desired but not required. Interested students can complete the attached application and email to isanchezbryson@lsgmi.org.

Description of available law clerk positions are listed below.

Renters Education and Advocacy Legal Lines (REAL)

The Renters Education and Advocacy Legal Line provides telephone legal advice to tenants with private housing matters. The Project advises tenants on issues such as how to defend their eviction case, request return of their security deposit, and demand repairs of their rental property. The Project also provides tenants with self-help materials which assist them in resolving their problem.

AIDS Legal Advocacy Project (ALAP)

The AIDS Legal Advocacy Project assists low income individuals living with HIV/AIDS with legal problems including employment discrimination, unfair health care debt collection, bankruptcy to discharge medical debt, breach of confidentiality in a medical setting, medical rights of recently released prisoners, obtaining private health insurance, and obtaining or retaining public benefits such as food stamps, Social Security benefits, Supplemental Security Income, Medicaid, and unemployment compensation benefits. We also provide legal counseling and draft documents to aid in permanency planning, for example, wills, powers of attorney, health care surrogates, and estate planning documents, and provide counseling and draft custody documents for legal dependents including guardianship, joint custody or adoption.

Mortgage Foreclosure Defense Project

Low income homeowners in Florida are in crisis because the foreclosure rate is one of the highest in the nation. The Project is responding to this crisis by providing high-quality legal assistance and representation to homeowners faced with foreclosure. In addition to court representation, the Project partners with Florida Housing Finance Corporation housing counselors to provide homeowners with alternatives to foreclosure. These include payment assistance, repayment plans, special forbearance, loan modification, refunding, compromise sales and private sales. The Project also assists homeowners whose homes are at risk due to unfair practices by contractors and prevents the loss of homes due to lien foreclosures, supporting the retention of assets by low income residents and preventing their downward spiral into homelessness.

NETWORKING—STEPHEN R. BOOHER INN OF COURT

We still have 5 slots available for the Stephen R. Booher American Inn of Court. Participating in the Inn of Court gives students the opportunity to network with attorneys and judges throughout the year. The scheduled dates this year are: September 22, November 19 and (most likely) January 24, with two dates TBD. Typically the meeting includes a reception at 5:30, with the dinner meeting beginning at 6:00pm. If you would like to be considered for a sponsored student membership then please submit your resume and a brief statement explaining why you are interested in joining the Stephen R. Booher American Inn of Court. You may apply by sending your statement and resume via e-mail Mercedes Pino (mmpino@stu.edu). The student membership will be for the 2011-2012 year.