



Career Resource Center

Job Posting or Available Office Space Form

Employer Name: _____

Contact Name/Title: _____

Employer Address: _____

Telephone: _____ Fax: _____ Email: _____

[] BLIND AD (Choosing this box will hide all information, including employer name, from students.)

Please check which information, if any, you would like to be visible to applicants: [] Contact Name [] Title [] Address [] Phone Number [] E-mail address

Position Type: [] School Year/Full Time [] Summer/Full Time [] Permanent [] Internship [] School Year/Part Time [] Summer/Part Time [] Contract/Temporary [] Fellowship

Position Title: [] Law Clerk [] Attorney [] Other _____ Apply Via: [] Mail [] Fax [] Email [] Accumulate On-Line * * If you choose Accumulate On-Line no resumes will be sent to you. All resumes will be collected on-line and you will need to enter the system to view them.

Job Description or Available Office Space: _____

Application Materials Requested: [] Resume [] Cover Letter [] Unofficial Transcript [] Writing Sample [] Other

Position is: [] Paid [] Unpaid If Paid, Salary is: _____

Primary Practice Areas: _____

Application Time Frame/Deadline: _____ (Will be posted for 30 days unless otherwise indicated.)

Candidates Requested (please check all that apply): [] 1L [] 2L [] 3L [] Graduate

Degree Level: [] Bachelor's [] LL.M [] JD [] PhD

*POSTING CANNOT BE MADE UNLESS ALL CONTACT INFORMATION IS PROVIDED.

Guidelines and Policies:

Standard 305 of the American Bar Association states: A student may not work in excess of 20 hours per week while attending law school on a full time basis. Students are required to report the number of hours worked when registering for class. Employers should inquire as to full-time or part-time status on each student applicant and schedule work hours accordingly.

The use of Westlaw and Lexis is limited to educational purposes directly related to law school coursework. Any other use, including any use in connection with employment, is prohibited. Students could be subject to disciplinary actions for violation of this policy.

Fair Labor Standards Act (FLSA) Guidelines:

The Fair Labor Standards Act (FLSA) is a federal law that governs the minimum wage, youth employment, overtime pay and record-keeping for private businesses and state and federal employees. Compliance by employers with the FLSA is mandated by the federal government. Noncompliance with FLSA can result in hefty fines and payment of back wages due for up to three years.

The Department of Labor has recently issued guidelines for employers in the private sector providing unpaid internships to assist them in determining whether the internships meet FLSA requirements. You can find more information at <http://www.dol.gov/whd/regs/compliance/whdfs71.htm>. The requirements do not apply to government and public interest/service employers hiring volunteer/unpaid interns.

Non-Discrimination Statement:

South Texas College of Law Houston does not discriminate on the basis of race, color, religion, national or ethnic origin, sex, sexual orientation, gender identity or gender expression, age or handicap in the administration of its educational policies, admission policies, scholarship and loan programs or other school administered rights, privileges, programs, or activities generally accorded or made available to students at the school.

By posting with South Texas College of Law Houston, an employer agrees to abide by our Non-Discrimination Statement.