

**TO POST A POSITION, SIMPLY COMPLETE THIS FORM AND RETURN IT TO:
THE JOHN MARSHALL LAW SCHOOL**

Career Services Office

Phone: 312-987-1402 Fax: 312-427-5465 Email: CSOInfo@jmls.edu

POSITION AVAILABLE: _____ DATE: _____

STUDENT CLERK:

____ Full-Time (40 hrs.) ____ Part-Time (20 hrs. or less) ____ Full/Part (Flexible hrs.)

ATTORNEY:

____ Experienced ____ Entry Level ____ Part-Time/Temporary

Name/Address of Organization:

Nature of Job (500 character max. Use separate sheet if needed):

Salary/Hours: _____

(ABA requires that full-time law students not work more than 20 hours per week during the academic year; during the summer, law students may work full-time.)

Position to Begin: _____ **Application Deadline:** _____

Contact Person: _____ Email: _____

Contact Method: Phone: _____ Fax: _____

Method of Application (Check all that apply)

____ Call ____ Mail ____ Fax ____ Email

Materials to Submit (Check all that apply):

____ Cover Letter ____ Resume ____ Writing Sample ____ Transcript ____ References

Additional Information Requested: _____

******Please call or email the CSO when the position has been filled******

Please Sign Before Returning this Form

Non-discrimination policy:

The John Marshall Law School, finding any invidious discrimination inconsistent with the mission of free academic inquiry, does not discriminate in admission, services, or employment on the basis of race, color, sex, religion, national origin, ancestry, age, disability, veteran status, marital status, sexual orientation, gender identity, gender expression, genetic characteristics, or any other characteristic protected by applicable law. This policy applies to all aspects of the educational environment, including employment services and programs. Use of The John Marshall Law School's assistance, services or facilities for recruitment activities or otherwise indicates the employer's acceptance and agreement to comply with the above-mentioned principles of equal opportunity and non-discrimination in regard to hiring, promotion, retention, and conditions of employment.

In signing, employer hereby affirms its compliance with the above state policy:

Signature _____