# Job Listing Form

## PLEASE TYPE INFORMATION

*Please do not scan this form to a pdf file or convert it in any way that will prohibit our staff members from cutting and pasting the information into our database.*

<table>
<thead>
<tr>
<th>DATE:</th>
<th>Note: Please indicate clearly if you submit any information that is not for publication, but is meant solely for the use of the Office of Career Services.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employer:</td>
<td></td>
</tr>
<tr>
<td>Contact Person:</td>
<td>Person to whom correspondence should be directed</td>
</tr>
<tr>
<td>Contact Title:</td>
<td></td>
</tr>
<tr>
<td>Contact Full Address:</td>
<td></td>
</tr>
<tr>
<td>Contact Telephone:</td>
<td></td>
</tr>
<tr>
<td>Contact Fax:</td>
<td></td>
</tr>
<tr>
<td>Contact E-mail:</td>
<td></td>
</tr>
</tbody>
</table>

## POSITION TYPE

- Legal: Full-time Permanent
- Legal: Part-time
- Legal: Contract/Temp
- Legal: Fellowship
- Legal: Summer Associate/Intern
- Legal: Internship
- Legal: Volunteer
- Other (includes law-related and non-legal positions, among others): Full-time
- Other (includes law-related and non-legal positions, among others): Part-time

## DESIRED CLASS LEVEL

- Student
- JD 1L
- JD 2L
- JD 3L
- LL.M.
- Alumnus/a

## LL.M. SPECIALTY (if applicable)

- Taxation
- Corporation Law
- General Studies
- International Legal Studies
- International Taxation
- Trade Regulation
- NYU@NUS: Asian Business
- NYU@NUS: Human Rights
- NYU@NUS: Law & the Global Economy
- NYU@NUS = NYU’s joint program with the National University of Singapore

## PRACTICE SETTING

- Law Firm
- Corporation
- Education
- Government
- Judicial
- Non-Profit (e.g., Foundations, Trade & Professional Associations, Think Tanks, etc.)
- Public Interest (e.g., Legal Aid/Legal Services, Policy/Advocacy Organizations, Public Defenders, etc.)

## JOB TITLE & LOCATION:

**DESCRIPTION OF POSITION:**

You may wish to include any of the following:

- level of experience required (*please note that we do not post caps on the maximum number of years of experience a candidate may have*)
- other job-specific requirements (i.e., bar membership, foreign language skills, etc.)
- compensation
- employer description
- etc.
**Job Listing Form**
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START DATE: ________________________________ APPLICATION DEADLINE: ________________________________

SALARY DETAILS / VOLUNTEER ________________________________ IF PART-TIME, HOURS: ________________________________

**METHOD OF CONTACT:**
- [ ] E-Mail
- [ ] Mail
- [ ] Fax
- [ ] Phone
- [ ] Other: ________________________________

**MATERIALS TO SEND:**
- [ ] Resume
- [ ] Cover Letter
- [ ] Unofficial Transcript
- [ ] Writing Sample
- [ ] Other: ________________________________

**PRIMARY AREAS OF PRACTICE (✔ all that apply):**

- [ ] All Practice Areas
- [ ] Administrative - Regulatory Law
- [ ] Admiralty - Maritime Law
- [ ] Advertising Law
- [ ] Agricultural Law
- [ ] Antitrust - Trade Regulation - Unfair Competition
- [ ] Appellate Practice
- [ ] Arbitration - Mediation - Alternative Dispute Resolution
- [ ] Art Law
- [ ] Asset/Investment Management
- [ ] Aviation - Aerospace Law
- [ ] Banking Law
- [ ] Bankruptcy Law
- [ ] Biotechnology Law
- [ ] Children's - Juvenile Rights
- [ ] Civil Litigation
- [ ] Civil Rights
- [ ] Communications - Media - Telecommunications Law
- [ ] Compliance
- [ ] Computer - Internet Law
- [ ] Constitutional Law
- [ ] Construction Law
- [ ] Consumer Rights
- [ ] Corporate - Finance - M&A
- [ ] Criminal Law
- [ ] Disability Rights
- [ ] Education Law
- [ ] Elder Law
- [ ] Election - Campaign Law
- [ ] Employee Benefits - ERISA
- [ ] Energy - Oil & Gas Law
- [ ] Entertainment Law
- [ ] Environmental Law
- [ ] Family - Matrimonial Law
- [ ] First Amendment Law
- [ ] Food and Drug Law
- [ ] Gaming Law
- [ ] General Practice
- [ ] Government Contracts
- [ ] Health Care Law
- [ ] Housing - Landlord & Tenant Law
- [ ] Human Rights Law
- [ ] Immigration Law
- [ ] Indians and Native Populations Law
- [ ] Insurance Law
- [ ] Intellectual Property - Copyright - Trademark - Patent Law
- [ ] International Law
- [ ] Labor - Employment Law
- [ ] Legal Services
- [ ] Legislation - Public Policy Law
- [ ] Litigation - Business & Commercial
- [ ] Mental Health Law
- [ ] Military Law
- [ ] Municipal Law
- [ ] Occupational Safety and Health Law
- [ ] Personal Injury - Negligence - Torts - Products Liability Law
- [ ] Poverty Law
- [ ] Professional Malpractice Law
- [ ] Public Finance Law
- [ ] Real Estate
- [ ] Securities Law
- [ ] Sports Law
- [ ] Tax Law
- [ ] Transportation Law
- [ ] Trusts & Estates - Wills - Probate Law
- [ ] Utilities Law
- [ ] White Collar Crime
- [ ] Women's Rights Law
- [ ] Workers Compensation Law
- [ ] Zoning - Planning - Land Use
- [ ] Other - Not Specified

Please note: 1) to ensure that listings are in compliance with the Age Discrimination in Employment Act (ADEA), we do not post maximum caps on the number of years of experience required for a position, and 2) in order to remain in compliance with the Fair Labor Standards Act (FLSA), we do not post unpaid or volunteer positions with private sector employers.

New York University School of Law is committed to a policy prohibiting discrimination in employment based on race, gender and/or gender identity or expression, color, creed, religion, age, national origin, ethnicity, disability, veteran or military status, sex, sexual orientation, pregnancy, genetic information, marital status, citizenship status, or on any other legally protected basis. The career services of NYU Law are available only to those employers whose practices are consistent with this policy. Please be advised that by interviewing our students, posting a job opening, or participating in our educational and networking programs, you are affirming that your employment practices are in compliance with this policy.

The Office of Career Services reserves the right to restrict or remove a job posting without providing notice to an employer.