

OFFICE OF CAREER SERVICES

**Job Listing Form**

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**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.

<b>DATE:</b>	<b>Note:</b> Please indicate clearly if you submit any information that is not for publication, but is meant solely for the use of the Office of Career Services.		
<b>EMPLOYER:</b>			
<b>CONTACT PERSON:</b> <i>Person to whom correspondence should be directed</i>			
<b>CONTACT TITLE:</b>			
<b>CONTACT FULL ADDRESS:</b>			
<b>CONTACT TELEPHONE:</b>		<b>CONTACT FAX:</b>	
<b>CONTACT E-MAIL:</b>			

POSITION TYPE	DESIRED CLASS LEVEL	LL.M. SPECIALTY <i>(if applicable)</i>	PRACTICE SETTING
<input type="checkbox"/> Legal: Full-time Permanent <input type="checkbox"/> Legal: Part-time <input type="checkbox"/> Legal: Contract/Temp <input type="checkbox"/> Legal: Fellowship <input type="checkbox"/> Legal: Summer Associate/Intern <input type="checkbox"/> Legal: Internship <input type="checkbox"/> Legal: Volunteer <input type="checkbox"/> Other (includes law-related and non-legal positions, among others): Full-time <input type="checkbox"/> Other (includes law-related and non-legal positions, among others): Part-time	<input type="checkbox"/> Student <input type="checkbox"/> JD 1L <input type="checkbox"/> JD 2L <input type="checkbox"/> JD 3L <input type="checkbox"/> LL.M. <input type="checkbox"/> Alumnus/a	<input type="checkbox"/> Taxation <input type="checkbox"/> Corporation Law <input type="checkbox"/> General Studies <input type="checkbox"/> International Legal Studies <input type="checkbox"/> International Taxation <input type="checkbox"/> Trade Regulation <input type="checkbox"/> NYU@NUS: Asian Business <input type="checkbox"/> NYU@NUS: Human Rights <input type="checkbox"/> NYU@NUS: Law & the Global Economy <i>NYU@NUS = NYU's joint program with the National University of Singapore</i>	<input type="checkbox"/> Law Firm <input type="checkbox"/> Corporation <input type="checkbox"/> Education <input type="checkbox"/> Government <input type="checkbox"/> Judicial <input type="checkbox"/> Non-Profit (e.g., Foundations, Trade & Professional Associations, Think Tanks, etc.) <input type="checkbox"/> Public Interest (e.g., Legal Aid/Legal Services, Policy/Advocacy Organizations, Public Defenders, etc.)

<b>JOB TITLE &amp; LOCATION:</b>	
<b>DESCRIPTION OF POSITION:</b> You may wish to include any of the following: <ul style="list-style-type: none"> <li>• level of experience required (<i>please note that we do not post caps on the maximum number of years of experience a candidate may have</i>)</li> <li>• other job-specific requirements (i.e., bar membership, foreign language skills, etc.)</li> <li>• compensation</li> <li>• employer description</li> <li>• etc.</li> </ul>	

# 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):

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