

**Syracuse University College of Law
Office of Career Services**

Dineen Hall, Suite 214
950 Irving Avenue
Syracuse, NY 13244

Email: career@law.syr.edu
Phone: 315-443-1941
Fax: 315-443-3086

JOB POSTING FORM

Please complete this form with the information for your job opening and return it to our office via email, fax or by mail.

CONTACT INFORMATION

EMPLOYER NAME: _____

CONTACT PERSON: _____

STREET ADDRESS: _____

CITY: _____ STATE: _____

COUNTRY: _____

ZIP CODE: _____

PHONE: _____ FAX: _____

EMAIL: _____

WEBSITE: _____

JOB INFORMATION

JOB TYPE: _____
(e.g. summer, full-time, etc.)

POSITION TITLE: _____

- OPENING FOR:
- 1L
 - 2L
 - 3L
 - RECENT GRADUATE
 - ADMITTED ATTORNEY

DESCRIBE THE POSITION:

REQUIREMENTS FOR THE POSITION: (e.g. 2-5 years experience; top 25% of class; Law Review; clinical experience; must be admitted in NY, etc.)

BRIEFLY DESCRIBE THE FIRM OR ORGANIZATION:

SALARY:

DEADLINE DATE: _____

- CONTACT METHOD:
- MAIL
 - FAX
 - EMAIL
 - PHONE
 - SUBMIT APPLICATION at Office of Career Services

MATERIALS YOU WISH TO RECEIVE (check all that apply):

- RESUME
- COVER LETTER
- TRANSCRIPT
- WRITING SAMPLE
- REFERENCES

STATEMENT OF NONDISCRIMINATION

The undersigned employer hereby agrees to observe the following Syracuse University nondiscrimination policy as a condition to using the Office of Career Services at Syracuse University College of Law:

Syracuse University is an equal-opportunity, affirmative-action institution. The University prohibits discrimination and harassment based on race, color, creed, religion, sex, gender, national origin, citizenship, ethnicity, marital status, age, disability, sexual orientation, gender identity and gender expression, genetic information, veteran status, or any other status protected by applicable law to the extent prohibited by law. This nondiscrimination policy covers admissions, employment, and access to and treatment in University programs, services, and activities.

Further information about Syracuse University's Non-Discrimination and Equal Opportunity Policy Statement can be found at http://supolicies.syr.edu/ethics/nonD_equal_policy.htm.

Employer: _____

By: _____ Date: _____

(Signature of Employer Representative)