

Summer Law Clerk



The University of Texas System

Department:	Office of General Counsel
Institution:	The University of Texas System Administration
Location:	Either remote or in-person at 210 West 7th Street, Austin, TX. NOTE: In-person means the law clerk is expected to live in the city where the office is located. Schedule may be hybrid with some days work from home and some days on-site.
No. of Openings:	4
Hours per Week:	40
Work Schedule:	Monday-Friday; 8AM-5PM,
Compensation:	\$28/hour for 1st year law students \$30/hour for 2nd year law students
Orientation:	May 30 & 31, 2024
Start Date:	June 3, 2024
End Date:	August 9, 2024
Housing:	In-person interns and law clerks are responsible for their own housing Housing at UT Austin is available for those on-site in Austin; rates to be provided
Required for Application:	Resume, cover letter, unofficial law school transcript, writing sample
FLSA Status:	Non-Exempt
Benefits Eligible:	No

About UT System

Established by the Texas Constitution in 1876, The University of Texas System consists of nine academic and five health institutions. [The University of Texas System Administration](#) is based in Austin, TX and is responsible for the central management and coordination of the fourteen institutions.

About the Office of General Counsel

The Office of General Counsel provides comprehensive legal services and professional expertise to and for UT System Administration and the 14 UT institutions, and coordinates and manages litigation services provided by the Attorney General's Office and outside counsel. OGC also serves as administrator of the UT System medical liability self-insurance plan.

OGC Practice Areas

Commercial Law, Contracts, Creditors' Rights/Collections, Debtor and Creditor, Education/ School Law, Energy/Oil & Gas, Environmental Law, ERISA/Employee Benefits, Government, Government Contracts, Health/Medical, Immigration, Intellectual Property, Labor and Employment, Legislation/Government Relations, Litigation, Medical Malpractice, Natural Resources, Occupational Safety and Health, Patent Law, Probate, Public Interest, Public Policy, Real Estate, Regulatory, Taxation, Transactional, Trusts and Estates, Wills and Probate

About the Clerkship

The OGC clerkship program will expose law clerks to multiple practice areas, including, but not limited to business, administrative, real estate, employment and healthcare law. Clerks may be expected to research various issues; respond to open records requests; draft memos, briefs, litigation documents, policy language, opinion letters and pleadings; assist with litigation strategy and preparation; and participate in client conferences as necessary. Along with this career-related experience, UT System will arrange a brown bag lunch with the general counsel, provide chances for participation in meetings with high level professionals and officials as available and offer professional development opportunities and mentoring.

The OGC law clerks join the University of Texas System Internship (UTSI) cohort for the summer providing additional opportunities for peer networking, [professional development](#), mentoring and opportunities for self-reflection.

[More Information](#)

Program Goals

- Contribute to UT student career development & success through real work experience
- Develop collaboration skills for a diverse, multi-generational workforce
- Offer hands-on experience in the student's field/function of study
- Provide a safe learning environment for professional development

Learning Objectives

Students will have the opportunity to develop their skills in (1) public speaking, (2) business writing, (3) interpersonal communication & emotional intelligence, (4) project management, (5) networking as well as enhance their understanding of (6) legal practice areas and (7) the field of higher education.

Qualifications

Successful completion of first or second year at an accredited law school.

Preferred Qualifications

Demonstrated commitment to team work.

Working Conditions

Work is performed in an office environment. Uses personal computer and other standard office equipment. If remote, intern must provide personal computer and WiFi.

How to Apply

Apply online at: https://utsystemck.gov1.qualtrics.com/jfe/form/SV_6EWRsrbEdwLJdCC

Additional Requirements

- **Professional Development Program (PDP):** PDP sessions take place every Tuesday from 1-2:30PM CT. PDP sessions are *MANDATORY*. Students who will be taking classes or have other work/academic obligations at this time during the program dates should not apply.
- **Residency:** ALL interns & law clerks, including those working remotely, **must reside in the state of Texas** for the duration of the program.
- **Intern & Law Clerk Summit:** ALL interns and law clerks must be available to attend an in person Summit in Austin July 30 & 31. (Transportation and accommodations are provided by UT System.)

This position is security sensitive and subject to Texas Education Code 51.215, which authorizes the employer to obtain criminal history record information.

Equal Opportunity/Affirmative Action

The University of Texas System Administration is a federal contractor committed to providing equal employment opportunity for all qualified applicants and employees in all terms and conditions of employment. U. T. System will provide equal employment opportunity to all qualified persons and will not discriminate on the basis of race, color, sex, sexual orientation, gender identity/expression, pregnancy, religion, national origin, age, disability, genetic information, protected veteran status, or any other characteristic protected by federal or state laws.

For information on accommodations for individuals with disabilities, please contact the Office of Talent and Innovation at oti@utsystem.edu.