Summer Legal Intern

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| **Department:** | Office of General Counsel (OGC) | C:\Users\Johnny\Desktop\Seal_Color_CMYK.jpg |
| **Institution:**  | The University of Texas System Administration |
| **Location:** | Austin, TX |
| **No. of Openings:** | 6 clerks total (up to 3 per 6 week summer session)1st and 2nd year law students eligible |
| **Hours per Week:** | 40.00 Standard from 8:00 AM to 5:00 PM  |
| **Compensation:** | Unpaid |
| **Session Dates:** | May 20, 2019- June 28, 2019 (1st session);July 8, 2019- August 16, 2019 (2nd session) |
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**About The Department:**

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

***OGC Practice Area(s)***

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; as well as participate in client conferences as necessary. Along with this career‐related experience, UT System will arrange a brown bag lunch with the general counsel and provide chances for participation in meetings with high level professionals and system institutional personnel as available.

**Required Qualifications:**

Completion of first or second year of coursework at an accredited law school.

**How to Apply:**

Applicants must submit **all** required application materials by Application Deadline (**Received** by 5 p.m. Friday, April 5, 2019) to: Lee Roy Calderon at lcalderon@utsystem.edu.

Subject line of email should read: **OGC Law Clerk: First Name, Last Name**

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| **Required Application Materials:**  |

Please submit the following to apply:

* Current resume;
* Letter of interest, which should indicate how this particular clerkship aligns with applicant's current goals;
* Unofficial law school transcript; and
* Writing sample.

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| **Additional Information:**  |
| This position is security sensitive and subject to Texas Education Code 51.215, which authorizes the employer to obtain criminal history record information.The University of Texas System is an Equal Opportunity/Affirmative Action Employer. |
| **EO/AA Statement:**  |
| The University of Texas System Administration is an Equal Opportunity/ Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, age, disability, veteran status or sexual orientation. Reasonable disability accommodation may be requested by contacting the Office of Employee Services.  |