



## Student Services Weekly Newsletter

Offices of Career Services, Student Services and Academic Affairs  
Monday, April 18, 2011

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## Noteworthy Recent Job Postings

Please pay attention to the Symplicity Job Board, as a number of new, great positions are now posted. For more information on each, please refer to the individual job posting on Symplicity.

1Ls: The Kenosha County District Attorney's Office has a ten-week grant funded Diversity Law Clerkship program open to minority law students who have completed their first year of law school.

1Ls, 2Ls, 3Ls: Gabert, Williams, Konz & Lawrynk, LLP in Appleton, WI is currently looking for a summer law clerk to assist all attorneys in the firm with research and writing and various other tasks.

2Ls, 3Ls: Eight Appellate Court Attorney positions with the Supreme Court, Appellate Division, Fourth Department, in Rochester, New York will be open commencing August 2012.

3Ls: The State of Wisconsin, Eau Claire County, is seeking to fill an Assistant District Attorney position.

3Ls: The Wisconsin Court of Appeals, in Madison, has an opening for a Judicial Clerkship for Judge Brian W. Blanchard.

3Ls: Hostak, Henzl & Bichler, S.C. in Racine, WI is seeking a full-time transactional attorney. The employer is looking to fill the position ASAP.

3Ls: Balisle & Roberson, S.C. in Madison, WI is seeking a full-time associate for its statewide family law litigation and mediation practice.

## Summer 2011: Where Students are Working

Every spring at about this time, the Career Services Office compiles a list of "Where Students are Working This Summer." Having such a list to refer to allows students to know which of their classmates will be in the same city as they will be this summer, and is also extremely helpful to students who are interested in working at those same organizations in future years. Therefore, please send an email to Kate McMahan in the Career Services Office ([kemcmahan@wisc.edu](mailto:kemcmahan@wisc.edu)) to let us know what you will be doing this summer, as soon as you have that figured out -- whether you will be participating in a summer clinical program, volunteering for a non-profit or government agency, working in a paid legal position at a law firm or other legal employer, etc. This summer's list with the information we have received so far, and lists from prior

years, can be viewed on our website at [http://www.law.wisc.edu/career/draft/where\\_students\\_have\\_worked.html](http://www.law.wisc.edu/career/draft/where_students_have_worked.html).

## 3Ls: Graduate Employment Survey Forms

Prior to leaving the Law School, please take a moment to provide some important employment and post-graduate contact information to our office. The information is used to compile employment statistics on the graduating class and is required to be provided to the ABA, U.S. News & World Report, and other organizations. The information is kept confidential, and we do not release individual names, salary data, or contact information to anyone outside the law school. You can provide this information in a variety of ways, whichever is most convenient for you -- please submit the information whether or not you already have a job:

You can fill out the Graduate Employment Survey on line through Symplicity (go to <https://law-wisc-csm.symplicity.com/students> and click on the Graduate Employment Survey under "quick links" on the Symplicity home page); or

You can fill out the purple information sheet available on one of the tables near the entrance to the Career Services Office; or

You can complete and submit the form on the Law School's website at <http://www.law.wisc.edu/career/gradsurvey.htm>; or

You can go to [www.law.wisc.edu/career/](http://www.law.wisc.edu/career/) and then click on "3L Exit Survey" under the heading "Popular Quick Links."

If you have not yet accepted a position for after graduation, please make an appointment to talk to one of the J.D. advisors in our office sometime soon. We would be happy to give you the names of helpful alumni in the city to which you will be moving, to review your application materials, and to help in any other way possible.

## Opt-In Resume Books

From time to time, we receive requests from employers for resumes of students and alums who might be interested in working in a particular location, or who are interested in a particular practice area (health law, patent law, e.g.). For that reason, we have created a number of "Opt-In Resume Books" in Symplicity that 3Ls and alums can participate in. If you would like to have your resume included in any particular resume book, just log on to Symplicity, go to your "Documents" section, click on the "Opt-In Resume

Books" button, and then, on the line to the right of whichever resume you want to use, click on "Select Resume Books" and then choose the Resume Book or Resume Books that you are interested in participating in by selecting it from the drop-down menu under the heading "Target Opt-in Resume Book." Be sure you are listed as a 3L in your Symplicity Academic Profile, or you won't be able to view any of the Resume Books. We also plan to forward these resume books to county bar associations and other organizations and employers that we think might be interested in receiving them.

## Career Services Resources for Law School Alumni

Current 3Ls, as soon-to-be alumni of the law school, you will have continuing access to the Career Services Office after graduation. This includes access to the Symplicity Job Bank, job search advice, access to other job search websites that the law school subscribes to, and the ability to utilize the services of career services offices at some other law schools via reciprocity requests. Set forth below is more information on job search resources available to graduates.

- 1) Our Job Bank on Symplicity: <https://law-wisc-csm.symplicity.com/students>
- 2) BYU Intercollegiate Job Bank: [https://www.law2.byu.edu/career\\_services/jobbank](https://www.law2.byu.edu/career_services/jobbank) -- The username is jobbank and the password is employment.
- 3) Online reciprocity request form, should you want us to request reciprocity on your behalf at another law school's career services office: <http://law.wisc.edu/career/reciproc.htm> -- at a few law schools you may be able to obtain on-line access to their job banks; however, at most law schools, reciprocity entails travelling to that city and visiting that law school's career services office to view their job postings. Most law schools have a "blackout" period from about August 1 until November 1 when they will not consider reciprocity requests; and a number of law schools have a "one-for-one" policy and won't extend reciprocity to one of our students or graduates until they have requested reciprocity from us on behalf of one of their students or graduates. In most cities, for example Chicago, you may request reciprocity at only one local law school.
- 4) State Bar of Wisconsin classified ads: go to [www.wisbar.org](http://www.wisbar.org) and click on "Classified Ads."
- 5) The Chicago Daily Law Bulletin Legal Employment Weekly is available at <http://www.chicagolawbulletin.com/> -- then click on "Classifieds"
- 6) The Southern Illinois University Law School's job vacancy bulletin is not password protected -- you can find

it at <http://www.law.siu.edu/> -- click on "Career Services" and then on "Job Vacancy Bulletin". If you would like access to the job postings of Northern Illinois University Law School, please let Asst. Dean Jane Heymann know.

7) A lengthy list of other helpful websites to use in job searches can be found at <http://law.wisc.edu/career/careerlinks.htm>

8) If you will be living in Chicago while searching for a job and want to find temping work, a list of Chicago-area search agencies that place contract lawyers and temporary attorneys is available in the display in the hallway outside the Career Services Office.

## 3L Volunteer Stipend Program

Everyone at the Law School recognizes that these are challenging times for students who are about to graduate from law school. Therefore, the Law School is again going to be offering the 3L Volunteer Stipend Program that was created two years ago to help our 3Ls prepare to practice law and to better position themselves for the increasingly competitive job market. It is important for a recent law school graduate without a job to remain connected to the practice of law, in order to develop legal skills, gain relevant experience, and expand his/her professional network, which will place that person in the best possible position to obtain permanent employment. In the past two years, public sector legal employers and public interest organizations have welcomed the opportunity to obtain much-needed volunteer assistance from our recent graduates, and our graduates have had the opportunity to do meaningful work, gain legal experience, meet and network with practicing lawyers, and remain connected to the legal profession while searching for permanent employment.

The Law School will offer modest stipends of \$1,500 to students who accept volunteer positions, either right after graduation or after sitting for a bar exam, and who work at least half time for at least eight weeks. Qualifying employers include government agencies such as district attorneys' offices, public defenders' offices, and civil legal services nonprofit organizations, whether in Wisconsin or elsewhere. You can also qualify for a stipend if you arrange to volunteer at a small firm in a small Wisconsin city that fits within the Law School's "Small Cities Initiative" program. We will be contacting a number of these organizations and will be posting their volunteer opportunities in the Job Bank on Symplicity, and will label them all as "3L Volunteer Opportunities." We also plan to contact our alums in in-house corporate law departments to ask them if they might have temporary work, for an hourly wage, for some of our May 2010 graduates who want to gain experience in business and transactional law. Stipend

applications will be available in the Career Services Office beginning on Monday, April 18.

We hope that many of you will take advantage of this program, which will provide a tremendous resource to the participating employers while simultaneously ensuring that our graduates are adding skills that can be used immediately and will enhance individual marketability. The Career Services staff would be happy to answer any questions you might have about this program.

## Deadline Extended for Midwest Environmental Advocates' Fall 2011 Clinical Program Externship and Seminar

Midwest Environmental Advocates' clinical program includes two parts, the seminar and the externship. MEA's weekly seminars are intended to provide students with a varied and in-depth look at all aspects of the practice of environmental law. Seminars are taught by a combination of MEA's staff and outside experts, including some non-lawyers, who provide unique perspectives on environmental law.

**The final application deadline has been extended to April 22, 2011.**

Students are awarded seven credits on a pass/fail basis for the semester, and commit to 315 hours of work, including the seminar. Weekly seminars are analogous to law school seminars and usually include readings. The UW staff contact for the program is Arlen Christenson, Professor Emeritus, UW Law School and Board President, Midwest Environmental Advocates. For more information please visit [www.midwestadvocates.org](http://www.midwestadvocates.org) or contact Attorney Miriam Ostrov at [mostrov@midwestadvocates.org](mailto:mostrov@midwestadvocates.org).

## National Black Prosecutors Association Annual Job Fair

The National Black Prosecutors Association Annual Job Fair will be held on Tuesday, July 26<sup>th</sup> at the Minneapolis Marriott City Center in Minneapolis, Minnesota. The goal of the NBPA Job Fair is to promote diversity in prosecutors' offices by providing a forum where law students, recent law graduates, and experienced attorneys from across the nation can meet and interview with prospective prosecutorial employers at the local, state, and federal levels.

The early registration fee for the Job Fair is \$25.00 for law students and increases to \$50.00 after May 20<sup>th</sup>. Job fair participants can go to the website at [www.blackprosecutors.org](http://www.blackprosecutors.org) and register online.

If you have any questions or would like more information, you can stop by Career Services and pick up a flyer or contact Audrey Moore (the Job Fair Coordinator) at (212) 335-4205 or [moorea@dany.nyc.gov](mailto:moorea@dany.nyc.gov). Additional information about the NBPA and the conference is also available on the following website:

[www.blackprosecutors.org](http://www.blackprosecutors.org).

## LexisNexis ID for Public Service Work

Law firms of all sizes are hiring fewer interns and associates due to the economy and changing legal marketplace. For many law students and graduates, public service work has become an excellent path to gain experience and improve resumes.

LexisNexis is pleased to provide all students and graduates (including December 2010 graduates) who work for eligible organizations the opportunity to apply for a unique ASPIRE ID to access certain LexisNexis services free of charge. Review the eligibility requirements for ASPIRE and register for an ID if your public service work qualifies: <http://www.lexisnexis.com/lawschool/content.aspx?articleid=739&topicid=11>.

## 3Ls: Loan Repayment Assistance Program

If you have secured, or hope to secure, a postgraduate position with a non-profit organization or government agency with an annual salary of \$44,000 or less, you may qualify for a Loan Repayment Assistance Program (LRAP) Grant. Applications will be available in the Career Services Office on Tuesday, April 12, and **are due by Friday, May 7, 2011 at 12:00 p.m. (NOON)**.

PLEASE BE AWARE THAT YOU DO NOT NEED TO HAVE SECURED A POSITION WITH A NON-PROFIT OR GOVERNMENT AGENCY BY MAY 7! IN ORDER TO QUALIFY FOR A LOAN REPAYMENT ASSISTANCE GRANT, YOU ONLY NEED TO HAVE SECURED A QUALIFYING POSITION BY APRIL 1, 2012.

If you have any questions, please contact Jane Heymann at [jheyman@wisc.edu](mailto:jheyman@wisc.edu).

## 2Ls and 3Ls: Timeline for Judicial Clerkship Applications

If you will be applying for judicial clerkships starting in 2012, you **MUST** stop by Career Services and pick up a document entitled "Checklist of Important Deadlines."

This document contains the deadlines that are important in the judicial clerkship application process, some of which are mandatory internal deadlines. **The first such deadline is May 1, which is the date you must inform Career Services of your intent to apply for judicial clerkships and the names of your faculty recommenders.**

If you have any questions, please contact Jane Heymann at [jheyman@wisc.edu](mailto:jheyman@wisc.edu).

## 2Ls and 3Ls: Join the Judicial Clerkship Email Listserv

The Career Services Office maintains a judicial clerkship email listserv, through which we communicate with students about judicial clerkship opportunities, important deadlines, etc. If you haven't already joined the email listserv and want to do so, please inform Jane Heymann at [jheyman@wisc.edu](mailto:jheyman@wisc.edu).

## 1Ls and 2Ls: One Career Services Orientation about Fall On-Campus and Off-Campus Recruiting Programs Left

If you did not attend the Career Services Orientation on Monday, April 18, the remaining presentation is on Friday, April 22. This presentation is for 1Ls and 2Ls who want to participate in our Fall 2011 on-campus interviewing program, or any of the many off-campus job fairs that will be occurring in August. Topics will include deadlines for the various job fairs; when to submit your resume and cover letter for review; when and how to bid for interviews with employers who are participating in our on-campus interviewing program; how and when to apply to legal employers who are not participating in our on-campus interview program; etc.

1Ls must have attended one of these sessions if they want to participate in either fall OCI or one of the off-campus recruitment programs. A recording will be available for students who cannot attend due to a class conflict.

The April 22nd session is from 2:30 to 3:30 in Room 2260. Please RSVP in Symplicity under "spring CSO Orientation."

## Free Job-Search Webinar for Students Interested in Public Service Careers

NALP presents "Destination Public Interest: Landing the Ideal Public Interest Job." This free webinar, designed for 3Ls and recent graduates who are pursuing public interest jobs, offers best practices and concrete tips in the areas of cover letter and resume drafting, as well as interviewing and professional networking. View the webinar at [www.nalp.org/destination\\_public\\_interest](http://www.nalp.org/destination_public_interest).

## Off-campus Job Fairs

In case any of you are already making end-of-summer travel plans, here are the dates of some off-campus job fairs that our "rising" 2L and 3L students are eligible to participate in: August 12: West Coast Job Fair in San Francisco; Cook County Minority Job Fair in Chicago. August 17: DC Off Campus Job Fair in Washington DC. August 19: New York Off Campus Job Fair in New York City.

## Are you interested in economic justice issues? Want some hands-on experience?

The Pro Bono Partnership has teamed up with the Wisconsin Labor & Industry Review Commission to bring you a tremendous opportunity helping to prepare hearing summaries for low-income citizens. Learn valuable attorney skills while listening to short hearings on your own schedule. Budget cuts have made it increasingly difficult for low-income individuals to get the legal documents they need to represent themselves *pro se*. You can help them exercise their rights.

Interested? Contact Project Coordinator, Henry Weiner, at [hweiner@wisc.edu](mailto:hweiner@wisc.edu).

## April International Career Employment Weekly Now Available

The April 15, 2011 issue of International Career Employment Weekly is now posted on the Web. To access this issue, go to <http://www.internationaljobs.org/current.html> or you may go to the web site at <http://www.internationaljobs.org> and click on "Latest Weekly" to access the latest issues.

For the username and password to access the ICEW, go to <http://law.wisc.edu/career/> and then click on "Passwords,

Podcasts and Presentations” under the heading “Popular Quick Links.”

## **Themis Bar Review Information**

1) Payment Deadline: There is no payment deadline or late fees with Themis Bar Review. If you have not yet enrolled for a course, stop by Themis’ table or speak to a student representative about getting started. Even without a deadline, Themis encourages all students to make payment no later than May 1 to ensure books arrive before the course start date. The course start date is May 23 for all available Themis courses across the nation.

2) Payment Plans or Public Interest Scholarships: Themis understands that the current economic situation in our country has reduced the availability of jobs for law school graduates and reduced the availability of some bar loans. They want to help. If you need financial assistance or additional time to pay your balance, please contact Shannon Reifsteck at [shannon.reifsteck@themisbar.com](mailto:shannon.reifsteck@themisbar.com) or 312-589-6198.

In addition, Themis Bar Review offers Public Interest Scholarships to students who have accepted positions with public interest organizations. To apply, please contact Shannon Reifsteck ([shannon.reifsteck@themisbar.com](mailto:shannon.reifsteck@themisbar.com)).

3) Reminder for all New York Bar Exam Applicants: If you are sitting for the July 2011 NY bar exam, the deadline to complete your application is 11:59 pm on Saturday, April 30. No late applications will be accepted under any circumstances by New York.

4) Reminder for all Illinois Bar Exam Applicants: If you are sitting for the July 2011 IL bar exam, the final filing deadline is May 31. For those applicants who previously filed a law student registration application in Illinois, the fee is \$1000. For those applicants who did not previously file a law student registration application in Illinois, the fee is \$1450.