



# UNIVERSITY LEGAL CLINIC

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## **Volunteer Paralegal Position**

Volunteer paralegals at the University Legal Clinic (ULC) perform a variety of tasks. These include interviewing students, determining service needs with the staff attorney, corresponding with opposing parties and relevant authorities, conducting legal research, and developing a legal analysis of each case with the staff attorney. Each paralegal has regular contact with students, the public, local and state authorities, and the staff attorney in the process of helping students help themselves with their legal issues.

### **Required Skills:**

Strong oral and written communication skills, analytical ability to develop client need assessments and conduct legal research, and interpersonal skills. Each applicant also needs to be able to work well in a professional office environment.

### **Required Commitment:**

The University Legal Clinic requires two commitments from each paralegal: a sincere work ethic and an extended time commitment. As a volunteer, each paralegal must be committed to assisting the students of UW-Milwaukee with their legal problems. *This requires a significant amount of time and energy.* The University Legal Clinic also requires a minimum commitment of three-semesters at ten hours per week for each semester. The first semester consists of a training program. Subsequent semesters involve direct assistance to clients. During these semesters, paralegals will have the opportunity to receive college credit for their time spent at the University Legal Clinic.

### **Other Requirements:**

The applicant must be a registered student at UW-Milwaukee. All students/majors are encouraged and welcomed to apply.

### **Application Procedures:**

The University Legal Clinic accepts applications at anytime, however, we only accept new paralegal volunteers at the beginning of each semester (Spring, Summer, and Fall).



# UNIVERSITY LEGAL CLINIC

Date / /

## Desired Starting Semester

Spring Semester  Summer Semester  Fall Semester  First Available

## Personal Information

\_\_\_\_\_  
Last Name First Name Middle Name

\_\_\_\_\_  
Permanent Address (Number, Street, City, State, Zip Code)

\_\_\_\_\_  
Local Address (Number, Street, City, State, Zip Code)

\_\_\_\_\_  
Student Identification Number Home Phone Number Work/Cellular Telephone Number

## Scholastic Information

Approximate Semester of Graduation: \_\_\_\_\_

Major: \_\_\_\_\_

Cumulative GPA: \_\_\_\_\_

Year in School: \_\_\_\_\_

Experience/Skills Related to the Position for Which You Are Applying: \_\_\_\_\_

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## Employment History

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Name of Current Employer Address (Number, Street, City, State, Zip Code)

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Phone Number Type of Business Department Your Position

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Duties

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Last Employer Address (Number, Street, City, State, Zip Code)

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Phone Number Type of Business Department Your Position

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Duties

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## **General Questions/Information**

1. What skills or special abilities do you have which you feel would aid our work at the University Legal Clinic? (i.e. legal research, etc.)

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2. What are your career goals at this time?

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3. What do you see as the role of a student legal services organization, such as the University Legal Clinic?

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4. Why do you feel you could contribute to the University Legal Clinic?

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5. Why do you want to volunteer at the University Legal Clinic?

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6. What makes you a unique individual?

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7. State any additional information you feel may be helpful to us in considering your application.

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**I certify that the information provided is accurate to the best of my knowledge.**

**Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

**\*If you have any questions or concerns please call the University Legal Clinic at 414-229-4140 or email us at [ulc@uwm.edu](mailto:ulc@uwm.edu)**