

APPLICATION PROCESS FOR RESEARCH ASSISTANT POSITION

Professor Marcilynn A. Burke

I. INTRODUCTION

I am interested in having individuals assist with various projects in environmental law, natural resources law, property, and land use.

The availability of research assistant positions for my projects varies from time to time. However, even if I do not currently have any openings, I am always interested in meeting people interested in these areas and holding their resumes on file for future spots. If you want to inquire as to whether there are current openings, please email me, or you may submit an application as outlined below and I will let you know the status of openings.

II. CREDIT HOURS

The number of research credit hours obtainable by working with me is negotiable. Per the Law Center's Student Handbook, one credit hour of research equals sixty hours of actual time spent researching. I will require weekly timesheets to account for the time.

III. EVALUATION CRITERIA

The goal in evaluating candidates is to gauge the fit among me, the candidates, and the project. I imagine that most candidates would make wonderful research assistants and that I would enjoy working with them. However, in order to select a candidate, the following factors are important to me.

- The ability to pay attention to detail and do a quality job with both work that is fun and with work that is drudgery (to me, most legal work is a varying mix of both).
- A "can-do" attitude and the ability to work through setbacks, twists, turns, and blind alleys in a project.
- The attitude and ability to "self-learn".
- The ability to organize and prioritize materials and one's own work.
- General research skills.
- Legal research and writing skills.
- "Bluebooking" skills.
- Personal manner, disposition, and interpersonal communication skills.
- Ability to work well with Law Center staff.
- Availability, that is, the number of research credit hours that the candidate's schedule allows.
- Continuity, that is, whether the candidate is interested in research credit for the immediate semester as well as future semesters.

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IV. APPLICATION PROCESS

Please submit to me, in confidence, either via email or by leaving the documents with my secretary, the items set forth below. The contact information for my secretary is at <http://www.law.uh.edu/faculty/mburke>.

- A letter of interest.
- A resume. Please ensure that the resume provides your Law Center GPA and estimated class rank as well as that same information for any undergraduate and/or graduate degrees.
- Please highlight in your resume any prior experience that is directly or indirectly connected with environmental law, natural resources law, property law, or land use law.
- Indicate generally the number of credits you could offer in a given semester.
- Your class schedule and any other significant time commitments.

I will seriously consider each application and determine which candidates I would like to meet for an interview. I would expect the interview to last thirty to forty-five minutes. From the applications and interviews I will extend research assistant positions to the candidates whose applications best fit with the criteria discussed herein.

I will keep a rolling file of candidate applications. Thus, please also indicate in your application materials whether, in the event your candidacy does not result in an immediate assignment, you would like me to retain your materials for future searches.

V. TIMING

In essence, I keep a “rolling” application process for research assistant positions. If you have any questions about the process, please email me.

VI. CLOSING

I sincerely appreciate you taking the time to read this document to evaluate whether to submit an application for a research assistant position with me. Even if you decide not to apply, I hope you will consider opportunities with the other faculty here at the Law Center. Working with a faculty member can be a great experience for both the professor and the research assistant. And it provides the opportunity to contribute to works voicing the debate on some of the most important legal and societal issues of our time.