

Career Development Office

**JOB POSTING FORM**

Thank you for posting a job at your organization with the University of Houston Law Center (UHLC) Career Development Office (CDO). Available job opportunities may be posted free of charge in the CDO's online Job Bank, at <https://law-uh-csm.symplicity.com>. All UHLC students and graduates, as well as graduates from other law schools with reciprocity, will have access to your posting. Reciprocity is available to graduates and students of any accredited law school whose own law school has made (or agrees to make) available the use of its career services facilities to UHLC graduates and students.

The position will be posted for 30 days unless you indicate a different time frame. Please let us know if you hire a UHLC student or graduate so that we may update our records.

Visit the CDO homepage to learn about other recruiting options (including on-campus interviewing and job fairs) and attorney-student engagement opportunities: <https://www.law.uh.edu/career/employers.asp>. To learn more information about these programs or about the Job Bank, please call or e-mail CDO Program Manager Kecia Branch at 713-743-2480 or [knbranch@central.uh.edu](mailto:knbranch@central.uh.edu). Thank you for your interest in our students and graduates.

**Complete the fields below to post your position. Return completed form to Kecia Branch: via email to [knbranch@central.uh.edu](mailto:knbranch@central.uh.edu) or call 713-743-2480 with job posting information.**

Hiring Organization's Name: \_\_\_\_\_

Address: \_\_\_\_\_ City, State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Website: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Contact Person's Name: \_\_\_\_\_ Title: \_\_\_\_\_ E-mail: \_\_\_\_\_

Would you like to display the name of your organization's contact person?  Yes  No

Would you like to display your organization's name?  Yes  No

Job Title: \_\_\_\_\_  Paid  Unpaid Compensation: \$ \_\_\_\_\_ per \_\_\_\_\_ (hour, year, etc.)

Hours per week (approximate): \_\_\_\_\_ Location:  In person  Remote  Both

Supervising Attorney: \_\_\_\_\_ Licensing State: \_\_\_\_\_

Resume Receipt:  E-mail  Accumulate Online (send all applications at one time once posting expires)  Both

Eligible Candidates:  1L  2L  3L  LL.M.  Graduate

Applicants must submit:  Resume  Cover Letter  Unofficial Law School Transcript  Writing Sample

Applicants should address Cover Letter to: \_\_\_\_\_

**REQUIRED: Check this box to indicate the Hiring Organization has read and affirmed the Non-Discrimination Statement below and will comply with the nondiscrimination policy.**

**Non-Discrimination Statement**

The policy of the University of Houston Law Center (UHLC) is to ensure equal opportunity and prohibit discrimination in all its educational and recruiting programs and activities for students and alumni, and all terms and conditions of employment as to age, race, color, disability, religion, national origin, veteran's status, genetic information, sex (including pregnancy), or sexual orientation, gender identity, or gender expression except where such a distinction is required by law.

The UHLC Career Development Office requires all employers (unless otherwise exempt by law) who use its placement services to affirm the following statement to confirm compliance with the nondiscrimination policy detailed above: "*Employer gives assurance that it is an equal-opportunity employer, offering employment without regard to age, race, color, disability, religion, national origin, veteran's status, genetic information, sex (including pregnancy), sexual orientation, gender identity, or gender expression.*" The facilities and/or services of the Career Development Office may be denied to employers whose behavior contravenes UHLC's policy based on the above-listed factors.

**Insert Job Description / Hiring Criteria:**

(A detailed job posting will help attract quality applicants and helps with employee retention. For an effective posting, we recommend including the following: overview of the organization, job duties and responsibilities, and summary of the experience level and personality characteristics of ideal candidates. *You may attach an additional sheet if necessary.*)

