

# OFFICE OF PROFESSIONAL DEVELOPMENT

## JOB POSTING FORM

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Thank you for your interest in recruiting Brandeis students and/or alumni. We will post your position upon receipt of this form along with your signature on the second page. By signing this form on behalf of your organization you agree to the UofL Law Nondiscrimination Policy found at [louisville.edu/law/careers/employers/policies](http://louisville.edu/law/careers/employers/policies). Please return the form to: Debra Reh, Career Services Coordinator, at: [dkreh@louisville.edu](mailto:dkreh@louisville.edu). If you have questions, call (502) 852-6368.

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### EMPLOYER INFORMATION

Employer Name:

Full mailing address:

Hiring Attorney:

Website:

Contact person and title:

Contact phone and email:

Person to whom cover letter should be addressed and their title:

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### POSITION INFORMATION

Job Title:

Type:      Part-time      Full-time      Temporary/Project-based      Permanent

Work location during COVID:

Virtual      In office      Hybrid (explain)

#### For law clerks:

Start immediately      Starts at a later date

Class levels considered:      1L (After Nov. 1)      2L      3L

#### For graduates:

Start immediately      3L/Recent graduates sitting for bar      Bar license not required for position

Years of experience:      0-2      2 or more      Other

Job description (include firm information, including practice area, duties, nature of work)

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Application Deadline:

Application material required:      Resume      Cover letter      Unofficial law school transcript

Writing sample      List of references      Other

Interview process:      Virtual      In person      Other

Submission process:      Candidates apply directly by email      Applications collected by Brandeis and sent as one PDF packet

Other

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## NON-DISCRIMINATION POLICY

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All employers must read and agree to the following:

The University of Louisville is committed to equal opportunity in the employment of its students. Every employer who uses the Brandeis School of Law's facilities or services must observe the principles of nondiscrimination and equality of opportunity on the basis of race, sex, age, color, national origin, ethnicity, creed, religion, disability, genetic information, sexual orientation, gender, gender identity or expression, marital status, pregnancy, or veteran status in regard to hiring, promotion, retention, and conditions of employment – except where sex, age, or ability represent bona fide educational or employment qualifications. The Office of Professional Development furnishes assistance and facilities for interviewing and other placement services to employers whose employment practices are in compliance with the University's Non-Discrimination Policy. By participating in recruiting programs or job posting services at the Brandeis School of Law, an employer agrees to comply with this Non-Discrimination Policy except as provided by law.

The complete Non-Discrimination Policy for the University of Louisville may be found here:

[louisville.edu/hr/employeerelations/notice-of-nondiscrimination](http://louisville.edu/hr/employeerelations/notice-of-nondiscrimination)

If at any time an employer is found to be in violation of these standards, policies and principles, the Office of Professional Development may discontinue the employer's access to any and all employment services from the law school. The Brandeis School of Law is accredited by both the American Bar Association and the American Association of Law Schools and follows all policies and procedures pertaining to nondiscrimination in the employment process.

**EMPLOYER:** Sign and return the following statement to the Brandeis School of Law Office of Professional Development.

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## STATEMENT OF COMPLIANCE

Name of Organization:

Complies with the University of Louisville Brandeis School of Law Non-Discrimination Policy as set forth above.

Print Name:

Signature:

Title:

Date:

Please complete & return to Debra Reh, Tel (502) 852-6368, [dkreh@louisville.edu](mailto:dkreh@louisville.edu), Office of Professional Development,

University of Louisville Brandeis School of Law, 2301 S. 3rd Street, 40292.