



BARRY UNIVERSITY SCHOOL OF LAW

CAREER SERVICES OFFICE

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JOB POSTING FORM

Employer Name: _____

Business Address: _____

Hiring Attorney or Recruitment Coordinator: _____

Email: _____ **Telephone:** _____

Fax: _____ **Website:** _____

Employer Practice Areas/Business: _____

Position(s) Available: _____ **Location:** _____

City & State

Job Description: _____

(please attach separate page for complete description if needed)

Applicant Qualifications Criteria: _____

Application Deadline Date: _____

Please notify us if the position is filled before the deadline date

Please mark an X where applicable:

Position Open To:	Position Available:	Salary:	Hours: _____
1st Year: _____	Full-Time: _____	Paid: _____ (rate _____)	
2nd Year: _____	Part-Time: _____	Unpaid: _____	
3rd Year: _____	Temporary: _____		
Graduate: _____			

Applicants Should Submit:

_____ Resume _____ Cover Letter _____ Transcript _____ Writing Sample _____ References

Contact Method:

Candidates send directly to law firm/organization: _____

Collection by CSO: _____

Send Materials by:

Mail: _____

Fax: _____

Email: _____

NON-DISCRIMINATION POLICY

Barry University is committed to a policy against discrimination on the basis of race, color, age, religion, gender, national or ethnic origin, sexual orientation or handicap status. The services of our office are only available to those employers whose practices are consistent with this policy. By listing a job opportunity with this office, the employer has agreed to this nondiscrimination policy. Any person who believes an employer is violating this policy should notify the Career Services Office promptly.