Student Legal Services is accepting applications for the position of Assistant Undergraduate Director.

Position Dates:
First Year: Summer (May 25, 2015 - July 31, 2015)
           Academic Year (August 1, 2015 - May 31, 2016)
Second Year: Summer (June 1, 2016 - July 31, 2016)
             Academic Year (August 1, 2016 - May 31, 2017)

Application deadline: Friday, March 6, 2015, at 12:00 noon

Qualifications for Assistant Undergraduate Director:

* Must be a University of Iowa undergraduate student of Junior standing at the end of Spring 2015 semester (60 semester hours completed).
* Applicants who are pre-law, have prior experience within a legal setting, student government, or student organizations are preferred.
* MUST BE ABLE TO MAKE A TWO YEAR COMMITTMENT: 10 hours per week commitment is required for the first year as the Assistant Undergraduate Director. In the second year, the incumbent will assume the position of Undergraduate Director which has a 20 hour per week commitment. APPLICANT MUST BE AVAILABLE DURING THE SUMMERS.

Job Duties Include:
* Organize educational outreach programs.
* Serve as a liaison to UISG and ECGPS.
* Maintain & develop office web site.
* Track and maintain client statistics.
* Prepare Quarterly/Yearly Reports for the office.
* Publicize office services and events.
* Design and implement client assessment questionnaires.
* Assist in office duties, answer phones, greet clients, make appointments, and other administrative tasks.
* File legal documents at the courthouse.
* Prepare office pamphlets and other informational aids.
* Transfer paper files to electronic storage.

Assistant Undergraduate Director Compensation: Summer salary of $500 and AY salary of $2500.
Undergraduate Director Compensation: Summer salary of $1000 and AY salary of $5000.

To Apply: Submit a resume and cover letter by email to: student-legal@uiowa.edu.

Please email any questions to student-legal@uiowa.edu.

Contact Person: Kim Spurlin

The University of Iowa prohibits discrimination in employment, educational programs, and activities on the basis of race, national origin, color, creed, religion, sex, age, disability, veteran status, sexual orientation, gender identity, or associational preference. The University also affirms its commitment to providing equal opportunities and equal access to University facilities. For additional information on nondiscrimination policies, contact the Office of Equal Opportunity and Diversity, (319) 335-0705 (voice) and (319) 335-0697 (text), 202 Jessup Hall, The University of Iowa, Iowa City, Iowa 52242-1316.