

Office of Career Services

**Job Listing Form**

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*PLEASE TYPE INFORMATION*

Please do not scan this form to a PDF file or convert it in any way that will prohibit our staff members from cutting and pasting the information into our database. If you do not have the full Adobe Acrobat program, but only Adobe Reader, please use the Microsoft Word version of this form available [here](#).

<b>Date:</b> <input style="width: 90%;" type="text"/>	<b>Note:</b> Please indicate clearly if you submit any information that is not for publication, but is meant solely for the use of the Office of Career Services.		
<b>Employer:</b> <input style="width: 95%;" type="text"/>			
<b>Contact Person:</b> <i>Person to whom correspondence should be directed</i>	<input style="width: 95%;" type="text"/>		
<b>Contact Street Address:</b>	<input style="width: 95%;" type="text"/>		
<b>Contact City:</b> <input style="width: 20%;" type="text"/>	<b>State:</b> <input style="width: 10%;" type="text"/>	<b>Zip:</b> <input style="width: 15%;" type="text"/>	<b>Country:</b> <input style="width: 50%;" type="text"/>
<b>Contact Phone:</b> <input style="width: 45%;" type="text"/>	<b>Contact Fax:</b> <input style="width: 45%;" type="text"/>		
<b>Contact Email:</b> <input style="width: 95%;" type="text"/>			

**To select more than one item from any one of the categories below, hold down the Ctrl key while you click your selections.**

<p><b>Position Type:</b></p> <div style="border: 1px solid black; height: 100px; width: 95%;"></div> <p><i>"Other" position types include law-related and non-legal positions, among others.</i></p>	<p><b>Class Level:</b></p> <div style="border: 1px solid black; height: 60px; width: 95%;"></div>	<p><b>LL.M. Specialty, if applicable:</b></p> <div style="border: 1px solid black; height: 100px; width: 95%;"></div> <p><i>NYU@NUS = NYU's joint program with the National University of Singapore</i></p>	<p><b>Practice Setting:</b></p> <div style="border: 1px solid black; height: 100px; width: 95%;"></div> <p><i>Non-Profit = Foundations, Think Tanks, Trade &amp; Professional Associations, etc.</i></p> <p><i>Public Interest = Legal Aid/Legal Services, Public Defenders, Policy/Advocacy Organizations, etc.</i></p>
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<b>Job Title &amp; Location:</b>	<input style="width: 95%;" type="text"/>
<p><b>Description of Position:</b></p> <p>You may wish to include any of the following:</p> <ul style="list-style-type: none"> <li>● level of experience required (<b>please note that we do not post caps on the maximum number of years of experience a candidate may have</b>)</li> <li>● other job-specific requirements (e.g., bar membership, foreign language skills, etc.)</li> <li>● compensation</li> <li>● employer description</li> <li>● etc.</li> </ul>	<div style="border: 1px solid black; height: 150px;"></div>

# Job Listing Form

<b>Start Date:</b>	<input type="text"/>	<b>Application Deadline:</b>	<input type="text"/>
<b>Salary Details / Volunteer:</b>	<input type="text"/>	<b>If Part-time, # of Hours:</b>	<input type="text"/>

<b>Method of Contact:</b>	<input type="checkbox"/> E-mail	<input type="checkbox"/> Mail	<input type="checkbox"/> Fax	<input type="checkbox"/> Phone
	<input type="checkbox"/> Other:	<input type="text"/>		

<b>Materials to Send:</b>	<input type="checkbox"/> Resume	<input type="checkbox"/> Cover Letter	<input type="checkbox"/> Unofficial Transcript	<input type="checkbox"/> Writing Sample
	<input type="checkbox"/> Other:	<input type="text"/>		

### Primary Areas of Practice:

(to select more than one practice area, hold the Ctrl key and click the desired practice areas)

Please note: 1) to ensure that listings are in compliance with the Age Discrimination in Employment Act (ADEA), we do not post maximum caps on the number of years of experience required for a position, and 2) in order to remain in compliance with the Fair Labor Standards Act (FLSA), we do not post unpaid or volunteer positions with private sector employers.

*New York University School of Law is committed to a policy prohibiting discrimination in employment based on race, color, religion, national origin, age, handicap, sex, marital or parental status, sexual orientation, or any other legally protected status. The services of the Office of Career Services are available only to those employers whose practices are consistent with this policy. Please be advised that by interviewing our students, posting a job opening, or participating in our educational and networking programs, you are affirming that your employment practices are in compliance with this policy.*

The Office of Career Services reserves the right to refuse to post any job announcements or to remove a job announcement without providing notice to the employer.