

University of Missouri-Kansas City School of Law Office of Career Services

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JOB LISTING FORM

\*\*Please Type or Print Information\*\*

Date: \_\_\_\_\_

Employer: \_\_\_\_\_

Contact Person & Title: \_\_\_\_\_  
(Person to whom correspondence should be directed)

Contact Address: \_\_\_\_\_

Contact Telephone: \_\_\_\_\_ Contact Fax: \_\_\_\_\_

Contact Email: \_\_\_\_\_

Short Description and Location of Position: \_\_\_\_\_  
(e.g. Trusts & Estates Associate – Kansas City, MO)

Firm/Organization Description (Inc. size): \_\_\_\_\_

<u>Type of Position</u>	<u>Level</u>	<u>LLM Specialty</u>	<u>Practice Settings</u>
<input type="checkbox"/> Full time	<input type="checkbox"/> Student	<input type="checkbox"/> Tax	<input type="checkbox"/> Law Firm
<input type="checkbox"/> Part time	<input type="checkbox"/> 1L	<input type="checkbox"/> Urban Affairs	<input type="checkbox"/> Corporation – Legal Dept.
<input type="checkbox"/> Temporary/Contract	<input type="checkbox"/> 2L	<input type="checkbox"/> Estate Planning	<input type="checkbox"/> Non-Law Practice
<input type="checkbox"/> Summer	<input type="checkbox"/> 3L	<input type="checkbox"/> General Legal	<input type="checkbox"/> Education
	<input type="checkbox"/> LLM		<input type="checkbox"/> Judicial
	<input type="checkbox"/> Alumni		

Description of Position: \_\_\_\_\_

Experience/Skills Required: \_\_\_\_\_

Start Date: \_\_\_\_\_ Application Deadline: \_\_\_\_\_ Salary: \_\_\_\_\_ If Part-time, Hours: \_\_\_\_\_

Method of Contact:  Mail  Telephone  Email  Fax  
Materials to Send:  Resume  Transcript  Writing Sample  Other: \_\_\_\_\_

**FOR ALUM POSITIONS:**

Minimum Number of Years Experience Required: \_\_\_\_\_ Bar Membership(s) Required: \_\_\_\_\_

Primary Areas of Practice (check all that apply):

- |  |  |  |  |
|--|--|--|--|
| <input type="checkbox"/> Administrative/Regulatory       | <input type="checkbox"/> Criminal Law          | <input type="checkbox"/> International               | <input type="checkbox"/> Tax                   |
| <input type="checkbox"/> Admiralty/Maritime              | <input type="checkbox"/> Entertainment/Sports  | <input type="checkbox"/> Labor/ERISA/Benefits        | <input type="checkbox"/> Worker’s Compensation |
| <input type="checkbox"/> Antitrust/Unfair Competition    | <input type="checkbox"/> Environmental         | <input type="checkbox"/> Litigation (Business)       |  |
| <input type="checkbox"/> Appellate/Constitutional        | <input type="checkbox"/> Family Law            | <input type="checkbox"/> Litigation (Insurance)      |  |
| <input type="checkbox"/> Banking                         | <input type="checkbox"/> Government Contracts  | <input type="checkbox"/> Media/Communications        |  |
| <input type="checkbox"/> Bankruptcy/Insolvency           | <input type="checkbox"/> Health Care           | <input type="checkbox"/> Municipal Law               |  |
| <input type="checkbox"/> Contracts/Business Transactions | <input type="checkbox"/> Immigration           | <input type="checkbox"/> Personal Injury/Negligence  |  |
| <input type="checkbox"/> Corporate/Finance/Securities    | <input type="checkbox"/> Intellectual Property | <input type="checkbox"/> Real Estate/Land Use/Energy |  |

In accordance with Section 6/4 (b) of the Bylaws of the Association of American Law Schools, the University of Missouri-Kansas City School of Law is committed to the principle of equal employment opportunity for all its students and graduates, commensurate with their abilities and not limited by invidious discrimination, including discrimination based on race, sex, age, religion, color, national origin, handicap, disability, sexual orientation, or any basis forbidden by applicable law or university regulation.

American Bar Association standards provide that a student may not work in excess of 20 hours per week while attending a law school on a full-time basis (thirteen or more credit hours per semester). This restriction also applies during the summer if the student is enrolled for summer session in 5 or more credit hours. Students enrolled in their first year of law study are strongly encouraged to refrain from outside employment.