

Job Title:**Law Clerk, University****Job Description:**

The law clerk provides support to and works under the direct supervision of the General Counsel. The law clerk may, occasionally, receive assignments from other members of the CHSU administration as appropriate and needed.

Reports to:

General Counsel; Vice President, Legal Affairs

Classification:

Staff, Part Time, Non-Exempt

Essential Duties:**Duties & Responsibilities**

- In coordination with General Counsel, analyzes, reviews, revises and writes university policies, ensuring accurate statements and depictions of university processes and practices and relevant state and federal law. Reports any inconsistencies or suggested revisions.
- Research relevant case law and statutory precedent and makes recommendations to General Counsel.
- Keep up to date with the changes to employment laws in California and at the federal level and advise the General Counsel of relevant changes
- Assist General Counsel on compliance with regulatory issues, including Bureau of Private Postsecondary Education (BPPE) regulations, and other state and federal education laws and regulations, and University policies.
- Work with departments in the University and the General Counsel Office on managing the University's compliance with state and federal privacy laws
- Where appropriate, work with various states' regulatory agencies to comply with other states' laws and regulations
- Prepare letters, legal memoranda, and other legal documents for review by the General Counsel
- Prepare and coordinate required filings with public and private agencies
- Perform other related duties as assigned.

In the execution of job duties, the employee must abide by all CHSU policies and procedures. This job description is not intended to be all inclusive and the employee also will perform other reasonably related duties as assigned by the General Counsel or other departments. Additionally, the employee will be expected to protect the confidentiality of information prepared and reviewed while working for the University and behave with professional ethics appropriate for attorneys.

**Qualifications/
Education:****Education**

- Bachelor's degree
- Completion of at least one year of law school; current enrollment in good standing at an accredited California law school

Skills & Experience

- Familiarity with accreditation processes, higher education issues, contracts, business transactions, privacy laws, Title IX compliance, labor and employment regulations, governance, and compliance with both state and federal laws, among other topics typically faced by an institution of higher education.

- Superior verbal and written communication skills.
- Strong skills in legal research, writing, and analysis.
- Excellent interpersonal skills in a variety of situations.
- Excellent work ethic.
- Ability to manage multiple projects at the same time.
- Proficient in Microsoft Office Suite or related software.
- Strong organizational skills.
- Self-starter and can work independently.

Compensation:

CHSU offers a competitive benefits and compensation package. Salary range for this position is \$25/hour.

Application Instructions

Interested candidates are to electronically submit a letter of interest, a detailed resume and the names, titles, and contact information of at least (3) professional references. Please send a completed package electronically to careers@chsu.edu and type **Law Clerk** in the subject field of the email.

CHSU is an Equal Employment Opportunity (EEO) employer. CHSU complies with the Employment Eligibility Form (i-9) requirements.