**Student Clerk**

UCLA Student Legal Services If you are interested in the law or want to work in a real law office right on campus, then this job is for you! The student clerks are the sole providers of clerical and administrative support to the four attorneys at Student Legal Services.

The hourly rate is $17.90 for:

* 6-12 hours for Fall 2025, Winter 2025, and Spring 2026
* 10-30 hours for Summer 2026

Job duties include:

* Interface with the public by answering the phones and providing information by phone or email.
* Screen and schedule appointments with clients, including accessing the students’ records to ensure the students are registered and enrolled and do not have holds affecting eligibility.
* Handle all office billing through the University’s billing system.
* Type letters, legal documents, reports, and memoranda.
* Maintain the law library.
* Open, screen, and route mail.
* Manage and maintain client files.
* Assist attorneys in monitoring new court cases and legal developments.
* Xerox and file.
* Assist with ordering and maintaining office supplies.
* Make on-campus deliveries.
* Assist with organizing meetings and conferences.
* Assist with the office’s social media presence and support outreach efforts.

Job requirements:

* Current UCLA undergraduate student who will be enrolled through Spring 2026 (at a minimum).
* **Priority will be given to students who have a federal work study award for 2025-26.**
* Attention to detail is crucial.
* Excellent computer and interpersonal skills are important.
* Previous office experience is helpful.
* Employment will be subject to a background check.

To apply, please complete the application that can be found on the home page of our web site at [www.studentlegal.ucla.edu.](http://www.studentlegal.ucla.edu/) Please send your application by email to slegal@saonet.ucla.edu.

# Student Clerk

**UCLA STUDENT LEGAL SERVICES**

**Student Clerk Application**

|  |  |
| --- | --- |
|  Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_   |  |
| Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   | Student ID #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  |
| Local Address:   | Permanent Address:  |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  |
| Cell Phone Number:  | Home Phone Number:  |
|  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  |

Email address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Are you currently registered and enrolled? Yes / No GPA: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Total number of units completed at UCLA: \_\_\_\_\_ Expected Graduation Date: \_\_\_\_\_\_\_ Qtr/Yr

Are you available to work during **Summer 2026, Fall 2025, Winter 2025, and Spring 2026?** Yes/No

* If yes, how many hours/week? \_\_\_\_\_

* Do you expect to have a work study award? Yes/No If yes, how much? \_\_\_\_\_\_\_\_\_\_\_\_

Do you have office experience? Yes / No Typing: \_\_\_\_\_\_\_\_\_\_\_\_\_ wpm

Have you previously worked on campus? Yes / No

What department(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please describe your previous experience or attach a resumé.

Please list at least two references, preferably former or current employers/supervisors:

1.

2.

3.

4.

Return to: Student Legal Services slegal@saonet.ucla.edu

A239 Murphy Hall

Los Angeles, CA 90024-1415

## (310) 825 – 9894 [www.studentlegal.ucla.edu](http://www.studentlegal.ucla.edu)

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