



Career Corner

March 27, 2006

Inside this issue

- * Career Tips
- * This Week's Events
- * JOBS! JOBS! JOBS!

Office of Career Services

Elena Haskins Ducharme
Job Developer

Roxanne Epstein
Senior Administrative Secretary

Maria Galarza
Senior Administrative Secretary

Pamela Hyland
Assoc. Dir. for Career Development

Molly Kane
Assoc. Dir. for Recruitment

Phil Marshall
Alumni Mentor Program Director

Sarah Tigerman
Career Counselor

Sue Tunnell
Job Developer

Sari Zimmerman
Director of Career Services

Student Assistants

*Matt Brady
Katrina Telfer
Megan Rogers*

100 McAllister Street, 2nd floor
Phone: 415/565-4619
Fax: 415/565-4863

E-mail: careers@uchastings.edu

OFFICE HOURS:

Monday – Thursday:
9:30 a.m. – 6:00 p.m.
Friday: 9:30 a.m. – 5 p.m.

*The Career Corner is edited by
Maria Galarza*

CAREER TIPS

Finding the Perfect Practice Area by Pam Hyland

From the myriad of practice area choices, how do you find one that's best for you? While it may seem initially confusing, there are simple steps to identifying exciting areas, exploring those options and analyzing which is best.

Begin by reading about intriguing-sounding practices. Perhaps you've seen a public defender on TV or heard about a corporate lawyer but you don't know much about how they spend their time, what skills their job rewards, and what issues they handle on a day-to-day basis. A little reading will help you to sort that out. In the CSO, we have books with chapters outlining interesting practices and providing profiles of attorneys. Lest you feel overwhelmed, these chapters are quite short. They will give you an overview of the practice and an understanding of the skills and issues.

The next step is to talk with attorneys to get day-to-day information that you won't find in any book, a process we call "informational interviewing." You can obtain a list of Hastings alumni to interview by filling out a form on www.hastingscareers.com or use your own personal contacts; these "warm" calls will be easier to make. During an informational interview, you may ask about the work, the hours, the responsibilities, the wage range, the rewards, the frustrations, the issues, the clients – in short,

anything about the daily routine. We have a great handout called, predictably, "Informational Interviews" in the CSO (or on www.hastingscareers.com) that will help you to get started. It even has a script you can use to make the calls and some sample questions you might want to ask. Be sure to read that handout before you begin calling for appointments.

As you continue reading and interviewing, some favorite practice area will emerge; this is the one you will explore more deeply by seeking an alumni mentor in that area and by taking a part time or a summer job to test your continued interest. Our Alumni Mentor Program can hook you up with a practicing attorney who shares your interest in any area of the law; you can sign up online at www.hastingscareers.com to attend the introductory workshop before choosing your mentor from over 600 participating alumni.

Your summer or part-time jobs are your chance to actually try out the practice and decide if it suits you for the longer term. Think strategically when searching for a summer job – while any legal experience is good experience, targeted experience will deepen your understanding of your chosen field and help you to confirm your initial interest while building your resume for your permanent job.

If you have concerns related to any of these steps, please let one of the counselors in the CSO know; they

will answer your concerns and help you work through any uncertainties so you can find the most perfect practice for you.

Apply Online at:
HastingsCareers.com
Deadline: 4/15/2006

SUMMER POSITIONS

California Indian Legal Services

Part-time. Paid. Non-profit legal services org providing services to 100+ tribes. Positions available Spring and Summer in Oakland, Escondido, and Eureka. Conduct client intakes, research, and draft docs. Public interest experience, course/interest in Indian law, and above average academics wanted.
Years Required: 2L

Materials Requested: Letter of interest, law school transcript, writing sample, and resume to: Patricia De La Cruz-Lynas, Human Resources Manager, 510 16th St. 4th Floor Oakland, CA 94612.
Questions? (510) 835-0284 or hiring@calindian.org.
Deadline: 6/14/2006

USA Track and Field Indiana. Summer Intern. Part-time. Unpaid. Conduct legal research and write memos. Good writing/verbal communication skills wanted.
Years Required: 2L, 3L
Apply Online at:
www.usatf.org/about/employment/internships/legalBusinessAffairs.asp
Deadline: 5/7/2006

Law Foundation of Silicon Valley

Full-time. Unpaid. Apprentice with Poverty Prevention Unit and provide legal assistance to Mental Health Advocacy Project (MHAP) clients. Carry small caseload under supervision of attorney. Emphasis on public benefits. Interact with clients, witnesses and service providers. Research & draft docs.
Years Required: 2L, 1L
Materials Requested: Resume and cover letter to: Melissa Morris, Law Foundation of Silicon Valley, 111 West St. John Street, Suite 315 San Jose, CA 95113 or to: melissam@lawfoundation.org.
Deadline: 5/5/2006

California Teachers Association
Law Clerk. \$20-23.50/hr. CTA is a union representing public school teachers in CA. Public sector labor law, unfair labor practice litigation and court enforcement of rights.
Years Required: 2L
Apply Online at:
HastingsCareers.com
Deadline: 5/29/2006

THIS WEEK'S EVENTS

Strategies and Timelines for Applying for a Post-Graduation Judicial Clerkship
Monday, 3/27; 3:40 – 5 p.m.
(Workshop in Room F)

Career Options in Sports and Entertainment Law
Wednesday, 3/29
3:40 – 4:30 p.m.
(Panel in Room F)

Creating Personal Contacts (RSVP ONLY at CSO)
3/29; 4:40 - 6:30 p.m. and
3/31; 11:40 a.m. – 12:30 p.m.

Public Interest Careers in International Law
Speaker: Golzar Kheiltash,
Citizens for Global Solutions
Friday, 3/31;
11:40 a.m. – 12:30 p.m.
(Brown bag in Room F)

Alumni Mentor Orientation
Monday, 3/27
3:40 – 4:40 p.m.
(Meet at Career Services)

Advanced Sign Up Required!
(sign up on hastingscareers.com or in CSO)

Want to make an appointment with a career counselor? Call the CSO Front Desk at (415) 565-4619.

JOBS! JOBS! JOBS!

Everyday, the Career Services Office receives new listings.

Log onto:
HastingsCareers.com
and check often for new postings.

Just a few highlights:

SPRING POSITIONS

Bohbot & Riles, LLP

Volunteer Law Clerk. 10-15 hrs/wk
Fight the Corporate Machine! Small two-woman firm. Employment, small business and personal injury litigation. Draft discovery and perform legal research.
Years Required: 2L, 1L, 3L
Materials Requested: Resume and cover letter to Elizabeth Riles, Bohbot & Riles, 785 Market Street, Suite 400, San Francisco, CA 94103; fax no.: 415-778-3953. Elizabeth L. Riles, Esq., Bohbot & Riles, LLP, 785 Market Street, Suite 400, San Francisco, CA 94103. Phone: 415-778-8120. Fax: 415- 778-3953.
Deadline: 5/1/2006

Niesar Curls Bartling

Part-time. Paid. San Francisco. Research Assistant.
Years Required: 2L, 3L