



Career Corner

August 21, 2006

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Monday – Thursday:

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*The Career Corner is edited by
Maria Galarza*

CAREER TIPS

Welcome to Fall!

By Pam Hyland

Welcome Back! We are delighted to work with you this semester! This summer, we've been developing programs and opportunities for all students. Not only is this the first year we are using only HastingsCareers.com for OCI and all job listings, but also we have a new series of programs laughingly called "Anti-OCI" lined up for later in the fall. Consult your SIC-dropped CSO calendar, the online Student Activities calendar and/or the HastingsCareers.com for the full list of upcoming events.

Fall OCI: Fall OCI is a full week earlier this year so you will want to read in detail your 2006 Fall Recruiting Handbook (available on HastingsCareers.com) right away and begin researching and prioritizing OCI employers as soon as you return to campus. The **deadline** for uploading all your application materials and saving your bids is **Thursday, August 24th at 11:59pm**. Look under the "Interviews" button on Hastings Careers.com for all the Fall OCI opportunities. *Traffic on the system is always heavy just before the deadline, so bid early and save yourself a lot of time!*

Meet the Employers Reception: This year, we have divided Meet the Employers into two sessions in order to accommodate all the OCI employers who are hoping to meet you and give you information about their firms! Half of the employers

will come to the Monday, August 21st session from 4:00 -5:30pm and half will come on Tuesday, August 22nd from 4:00 -5:30, both in the beautiful Skyroom of the 100 McAllister building. If you've been researching firms and many seem similar, come to these two dynamite events to meet people who actually work there and can describe their firms and organizations to you!

OCI Resume Uploading: Because OCI resume submission is completely electronic this year, you will not have to print out your materials; rather, you will upload requested documents to employers using the HastingsCareers.com system. You will find it very user-friendly but if you do have questions after reading the 2006 Fall Recruiting Handbook, don't hesitate to flag down a CSO staff member for some extra help.

All Job Listings are now on HastingsCareers.com and you will be able to upload your application documents directly to listed employers, unless they want you to use fax, email or snail mail. Each listing will specify how the employer wishes to be contacted.

Anti-OCI: As OCI winds down in the second week in September, begin to look for programming in the "Anti-OCI" series. We realize that most students find their jobs outside of OCI and we plan several programs to show you how they do it and how you can do it, too.

Calling All Leaders: You'll see us at the annual Student Organizations

Fair but we wanted to give an early "heads up" to all Student Leaders; if you are planning career programming for your organization this year, consider collaborating with the CSO staff. We'd love to help with publicity, identifying great panelists and even planning refreshments for informative and targeted career events for your members!

So, welcome back! We've missed you and we look forward to working with you as you discover, apply for and begin your ideal job!

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:

FALL POSITIONS

Youth Law Center – Part-time Law Clerk. Unpaid. Applicants must have excellent research and writing skills. Experience in advocacy work may be helpful. Students will work closely with attorneys on pending federal/state civil rights litigation. The Youth Law Center hires students who are work-study, externships, clinical and volunteers.
Years Requires: 2L, 3L

Contact Info: Mamie Yee, (415)543-3379, X3914 or myee@ylc.org

Vogele & Associates

Part-time IP Intern. Unpaid.

Years Required: 2L, 3L, LLM. Ideal for computer savvy students, with solid academic credentials and demonstrated interest in copyright and related fields.

Contact Info: Colette@vogelelaw.com; See also <http://www.vogelelaw.com>

Deadline: 11/30/06

Law Offices of Allan Schwartz

Law Clerk to assist with legal research, motion drafting, and trial or hearing preparation. Practice specializes in real estate litigation and entertainment law. There will be opportunities for law clerk to accompany attorney to court and to participate in mediations and/or arbitrations. Paid.

Years Required: 2L, 3L

Contact Info: Allan Schwartz, Attorney, allo7@aol.com; or fax (415)956-0727.

Materials requested: Send Resume and writing sample via fax or email only.

Law Offices of Mark Hooshmand

Part-time assistance needed (15 hrs/week). Paid (\$20/hr).

Years Required: 2L, 3L.

Solo practitioner in the areas of business law/business litigation. Must be detail oriented and a good writer and researcher. Must be proficient in MS Word and Adobe Acrobat (pdf docs.) Work can be done at home or school (mostly computer based work).

Materials Required: Mail Resume.

Contact Info: PO Box 170538, San Francisco, CA 94117; mark@law-mh.com.

Kletter & Peretz. Law Clerk. Paid. Law firm focused on civil rights litigation, represents employees in discrimination and wage cases and tenants facing

eviction. Ideal candidate would be a law student interested in performing legal research and writing for a just cause. The law clerk will perform a broad range of duties including drafting legal memos, motions, discovery and correspondence; legal research writing and analysis; review of discovery responses; summarizing depositions; and assisting with trial preparation. Excellent opportunity for a student interested in having valuable hands-on experience in litigation.

Years Required: 2L, 3L

Contact Info: Jessica Corcoran, One Embarcadero Center, Suite 1200, San Francisco, CA 94111; see <http://www.kletterperetz.com>.

Deadline: 10/15/06

THIS WEEK'S EVENTS

Meet the Employers,
(Reception with legal employers)
Monday, 8/21 &
Tuesday, 8/22
4:00 - 5:30 p.m.
(Skyroom)

Preparing for Screening Interviews (with sign-up for mock interviews)
Wednesday, 8/23 &
Friday, 8/25
12:40 – 1:30 p.m.
(Workshop/Room F)

August 24
is OCI bidding deadline!
All bids must be submitted on Hastings Careers.com by
11:59 pm

August 21 – 25
Expanded drop-in hours in CSO!
Call (415)565-4619
for time details.