



# Career Corner

October 23, 2006

## CAREER TIPS

### Welcome, First Years!

By Pam Hyland



This is the time of year when First Years can begin using the Career Services Office (CSO) for career

exploration and counseling, cover letter and resume reviews, and job search coaching. We hope you will take full advantage of our services!

**Emails:** Now, you will begin seeing emails from the CSO on a variety of important and interesting career topics, notices of upcoming events and important information to assist you in your career direction and your job search.

**Orientations:** During the last week in October, CSO counselors will come to your classes to introduce ourselves and to let you know when the CSO orientations for your section are scheduled. There will be orientation sessions to answer your most pressing questions, CSO office tours so you'll know what resources (people, online, print) are here to help you, and even raffle prizes to make the whole thing more fun! First years will receive their [HastingsCareers.com](http://HastingsCareers.com) passwords in the orientation session.

**Calendars:** You will find our programs advertised online at [www.HastingsCareers.com](http://www.HastingsCareers.com), on the Student Events Calendar on the Hastings homepage, and in

print versions in your SIC folders and on signs posted in the lobbies. Our aim is to reach out to your class in as many ways as we can to keep you informed about all the resources and programs now available to you!

**Appointments:** You are welcome to make counseling appointments for the first week in November by calling the CSO during the last week in October. Counseling appointments are 30 minutes long and can be made with any of the CSO counselors by calling 415.565.4619 during office hours, 9:30-6pm, Monday-Friday. Our schedules open up on Tuesdays at noon for the following week. We also have Drop-In hours every weekday from 3:10-4:30pm. These are 15-minute sessions for those "Quick Questions" you may have.

**Co-Hosting:** Because we are always interested in co-sponsoring career-related events and programs, check with Pam in Career Services before your clubs begin organizing a career panel or event. She can assist you with publicity, panelist suggestions and staffing for your event.

We are looking forward to getting to know you and your aspirations, and to assisting you to find a great career, the perfect job, and a balanced and satisfying working life! Welcome, First Years!

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### Office of Career Services

#### Molly Coughlin

*Assoc. Dir. for Recruitment*

#### Elena Haskins Ducharme

*Job Developer*

#### Maria Galarza

*Senior Administrative Secretary*

#### Pamela Hyland

*Assoc. Dir. for Career Development*

#### Phil Marshall

*Alumni Mentor Program Director*

#### Hilary O'Brien

*Senior Administrative Secretary*

#### Sarah Tigerman

*Career Counselor*

#### Sue Tunnell

*Job Developer*

#### Sari Zimmerman

*Director of Career Services*

### Student Assistants

*Megan Rogers*

*Katrina Telfer*

100 McAllister Street, 2<sup>nd</sup> floor

Phone: 415/565-4619

Fax: 415/565-4863

E-mail: [careers@uchastings.edu](mailto:careers@uchastings.edu)

### OFFICE HOURS:

Monday – Friday

9:30 a.m. – 6:00 p.m.

The Career Corner is edited by  
Maria Galarza

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

**\*1Ls can start calling on 10/24  
after 12 Noon to schedule career  
counseling appointments for the  
week of 10/30 – 11/3/06.**

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## **JOBS! JOBS! JOBS!**

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*Everyday, the Career Services  
Office receives new listings.*

*Log onto:  
**HastingsCareers.com**  
and check often for new  
postings. 1Ls will receive their  
passwords in 1L orientations.*

*Just a few highlights:*

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## **FALL POSITIONS**

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**Law Offices of Sanford M.  
Cipinko** Law Clerk. Plaintiff-side  
personal injury litigation. Approx.  
20 hr/wk: preferably Tues. / Thurs.  
**Years Required:** 2L, 3L  
**Materials Requested:** Resume  
and writing sample to:  
jcloyd@cipinkolaw.com.  
**Deadline:** 11/11/2006

**PassYourBar** Campus Rep. Free  
bar review (our current pass rate is  
97%) along with an hourly rate!  
**Years Required:** 2L, 1L, 3L  
**If interested, contact** Taylor  
Moody at cadirector@  
passyourbar.com ASAP!  
**More Info:** www.PassYourBar.com  
**Deadline:** 12/12/06

**Law Offices of Jeremy Pasternak**  
Law Clerk. Paid. Part-time or full-  
time. Plaintiff-side employment law  
litigation and trial practice. Duties:  
legal research, writing and  
opposing motions, drafting and

responding to discovery, and  
assisting in trial prep. Excellent  
research/writing skills and interest  
in employment law needed.

**Years Required:** 2L, 3L  
Apply online:  
**Hastingscareers.com**  
**Deadline:** 12/11/06

### **Eviction Defense Collaborative**

Legal Intern. Interview and counsel  
tenants facing eviction and assist  
legal staff with paperwork and  
pleadings. Commit two 4-hr  
shifts/week for min 3 months. Shift  
typically runs 9-1 or 1-5.

**Years Required:** 2L, 1L, 3L  
**If Interested:** Contact us at 415-  
947-0797 ext 123.  
**Deadline:** none

### **California Employment Lawyers**

**Association (CELA)** Document  
Clerk. Employment law. Oakland.  
Update CELA's massive online brief  
bank. Review docs (primarily state,  
federal and appellate court  
pleadings), categorizing and  
preparing a 2-3 line doc summary,  
updating associated website index

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## **SUMMER**

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**Herum Crabtree Brown** Summer  
Law Clerk. Stockton. Taxation, Real  
Estate, Land Use/Zoning, Estate  
Planning/Probate, Environmental,  
Civil Litigation, Appellate Practice.  
**Years Required:** 2L  
**Apply Online:**  
Hastingscareers.com  
**Deadline:** 11/10/06

**Morgan, Lewis & Bockius LLP**  
Summer Associate. Real Estate.  
Los Angeles. Seeking highly  
qualified candidates.  
**Years Required:** 2L  
**Materials Requested:** Resume  
and law school transcripts to  
the attention of Cheryl Yoshitake,  
Recruiting Coordinator for the  
Los Angeles and Irvine offices.  
**All applications must be  
submitted via** www.morganlewis.  
com. **Deadline:** 12/9/06

### **Habeas Corpus Resource Center**

Summer Intern. Assist case teams  
in representation of death row  
inmates in post-conviction  
proceedings. Perform legal  
research and writing; non-legal  
research; and factual development  
of legal claims. Knowledge of crim  
and con law and the rules of  
evidence in CA preferred.

**More Info:** www.hcrc.ca.gov

**Years Required:** 2L, 1L

**Materials Requested:** Cover letter,  
resume, and short writing sample to  
the attention of the legal intern  
selection committee to: Kevin  
Bringuel, 50 Fremont St., Ste. 1800  
San Francisco CA 94105 or to:  
kbringuel@hcrc.ca.gov or via fax to:  
415-348-3873. Questions should be  
addressed to Kevin Bringuel or  
Margo Hunter, at (415) 348-3800.

**Deadline:** 1/16/07

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## **THIS WEEK'S EVENTS**

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**Career Options  
in Corporate Law**  
Wednesday, 10/25  
12:40 – 1:30 pm  
Panel/Room F

**Roadmap  
to the Legal Profession**  
Friday, 10/27  
12:40 – 2 pm  
Workshop/Room A

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## **Alumni Mentor Orientation**

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Thursday, 10/26  
5:40 – 6:30 pm  
Career Services Office

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