



## ASSOCIATED STUDENTS, INC.

California State University, San Bernardino  
invites applications for the position of:

### College Legal Clinic Assistant

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<b>RATE OF PAY</b>	\$12.00 per hour
<b>EMPLOYMENT STATUS</b>	Student Employee
<b>LOCATION</b>	Associated Students Inc. at California State University, San Bernardino
<b>HOURS PER WEEK JOB</b>	10 - 20 Hours per week
<b>DESCRIPTION</b>	<p>The CLC student assistant shall provide a safe and friendly environment to assist clients (students, faculty, and staff) with their legal issues. They will schedule appointments with clients and attorneys. Participate in advertising and recruiting projects; maintain paperwork and assist in office tasks; and be responsible for conducting consultation nights.</p>
<b>JOB DUTIES</b>	<ul style="list-style-type: none"><li>• Assist clients in scheduling appointments in person, over the phone and via email</li><li>• Assist manager in event scheduling and advertising</li><li>• Assist manager recruitment and correspondence with attorneys</li><li>• Clerical tasks including: answering phone, filling out paperwork, filing paperwork, etc.</li><li>• Conducting attorney consultation nights</li><li>• Other duties as assigned</li><li>• Must be detailed oriented</li></ul>
<b>MINIMUM REQUIREMENTS</b>	<ul style="list-style-type: none"><li>• Able to provide complete confidentiality regarding client cases and attorney information</li><li>• Ability to use Microsoft Suite specifically: Word and Excel</li><li>• Ability to problem solve</li><li>• Ability to communicate professionally with a wide variety of clientele</li><li>• Ability to follow written and oral instructions</li><li>• Ability to work independently and as a part of a team</li><li>• Ability to listen actively to clients and attorney</li><li>• Willingness to learn</li></ul>
<b>ELIGIBILITY</b>	<ul style="list-style-type: none"><li>• Must be a currently enrolled CSU San Bernardino student</li><li>• Must be in good academic and judicial standing (not on probation)</li><li>• Must have a minimum GPA of 2.0</li></ul>

**APPLICATIONS MUST BE TURNED IN TO THE ASI OFFICE: SMSU-108  
FOR MORE INFORMATION ON THE POSITION E-MAIL: [asi-clc@csusb.edu](mailto:asi-clc@csusb.edu) or call (909) 537-5936**