



ASSOCIATED STUDENTS, INC.

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

College Legal Clinic Assistant

RATE OF PAY	\$11.00 per hour
EMPLOYMENT STATUS	Student Assistant
LOCATION	Associated Students Inc. at California State University, San Bernardino
HOURS PER WEEK JOB	10 - 20 Hours per week
DESCRIPTION	<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>
JOB DUTIES	<ul style="list-style-type: none">• Assist clients in scheduling appointments in person, over the phone and via email• Assist manager in event scheduling and advertising• Assist manager recruitment and correspondence with attorneys• Clerical tasks including: answering phone, filling out paperwork, filing paperwork, etc.• Conducting attorney consultation nights• Other duties as assigned• Must be detailed oriented
MINIMUM REQUIREMENTS	<ul style="list-style-type: none">• Able to provide complete confidentiality regarding client cases and attorney information• Ability to use Microsoft Suite specifically: Word and Excel• Ability to problem• Ability to communicate professionally with a wide variety of clientele• Ability to follow written and oral instructions• Ability to work independently• Ability to listen actively to clients and attorney• Willingness to learn
ELIGIBILITY	<ul style="list-style-type: none">• Must be a currently enrolled CSU San Bernardino student• Must be in good academic and judicial standing (not on probation)• Must have a minimum GPA of 2.0

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