Boston College Law Practice Program seeks to fill the position of Graduate Assistant to the Faculty from approximately August 28, 2017, through April 30, 2018 (and may be extended into May (only if candidate is available)). Law Practice is a full-year required course in which all first-year law students learn practical skills through simulation-based classroom activities. Students practice effective legal research in a variety of contexts and engage in frequent legal writing exercises, drafting effective legal arguments, office memoranda, and legal briefs.

Throughout the year, duties of the Graduate Assistant will include assisting six Law Practice faculty with administrative duties, which includes among other things: printing and organizing large volumes of student coursework, preparing letters of recommendation, preparing materials for class, scheduling student-faculty and other meetings, and assisting Law Practice students with routine course matters or conference preparations. Familiarity with Canvas is preferred. This position requires 20 hours of work/week, pays a monthly stipend of $1,000 and does not require a work-study award.

To apply, send your résumé with a cover email, to Prof. Jeffrey Cohen, coenhl@bc.edu.