

The State Bar of Michigan has an opening for a paid law student intern in the **Justice Initiatives** program. This position is part time, up to 20 hours per week, at \$15.00 per hour.

Principal Responsibilities

- Support the JI Committee and other SBM committees and programs. For more information, go to www.michbar.org
- Accurately input data into the Michigan Legal Assistance Partnership Program (MI-LAPP) database used for administration of the QDRO Pro Bono Program, Tax Pro Bono Program, Patent Pro Bono Project, and Malpractice for Pro Bono Program.
- Prepare detailed and accurate program reports.
- Prepare, review, and evaluate the satisfaction of program clients by initiating telephone calls, written surveys, and other methods.
- Speak with bar staff, bar members, partner programs, program clients, and other members of the public in a professional and courteous manner.
- Research and write articles, memoranda, and other documents as assigned.
- Edit documents for proper grammar, style, and spelling.
- Perform other duties as assigned.

Minimum Position Guidelines (Education, Experience, Knowledge, Skills, and Abilities)

- Current law student (1L or 2L preferred).
- Knowledge of the Voluntary Pro Bono Standard and practice and procedure rules related to Limited Scope Representation.
- Basic knowledge of federal and state tax law is helpful but not required.
- Basic knowledge of Microsoft Office products, Adobe, and other frequently used business software.
- Excellent English and writing skills.
- Strong editing and proofreading skills.
- Ability to meet department standards regarding job knowledge, quality, efficiency, initiative, teamwork, customer service, and overall performance

Interested applicants should send a resume, cover letter, writing sample, copy of current law school transcript, and contact information for at least one professional reference to employment@michbar.org. Please include “Justice Initiatives Law Student Intern” in the subject line of your email.