

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

This law student intern position provides administrative support to the State Bar of Michigan, focusing on the areas of ethics and attorney regulation. The State Bar of Michigan is located in Lansing, Michigan and interns will conduct work both remotely and in the office.

#### **Principal Responsibilities**

- Support the **Regulatory Team** and related SBM committees and programs, including Ethics, Client Protection Fund, and related educational and policy issues. For more information, go to [www.michbar.org](http://www.michbar.org).
- Conduct research regarding attorney regulatory programs.
- Draft detailed memorandums related to various attorney regulatory programs.
- Perform other duties as assigned.

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

- Current law student (1L or 2L preferred).
- Basic knowledge of Microsoft Office products, Adobe, and other frequently used business software.
- Excellent research and drafting skills.
- Strong editing and proofreading skills.
- Ability to meet department standards regarding job knowledge, quality, efficiency, initiative, teamwork, customer service, and overall performance.

Note: The above statements are intended to describe the general nature and level of work being performed by persons assigned to this job. They are not an exhaustive list of all duties, responsibilities, knowledge, skills, abilities, and working conditions associated with this job. This job description is not an employment contract and SBM reserves the right to change this description at any time. The State Bar of Michigan embraces a culture within its workplace as well as in leadership and governance processes that is open to and respects differing views and perspectives. The State Bar of Michigan is an equal opportunity employer.

**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](mailto:employment@michbar.org). Please include "Regulatory Law Student Intern" in the subject line of your email.**