

Attorney Fellow – Fall 2009
The George Washington University
Office of the Senior Vice President and General Counsel

The George Washington University, Office of the Senior Vice President and General Counsel, is seeking a graduating law student from The George Washington University Law School, class of 2009, for the position of **Attorney Fellow**. This is a time-limited, at-will position: The fellowship is for one or two years, with a preference for those interested in the two year term.

The goal of the fellowship is to provide a new GW law school graduate with exposure to and first-hand experience in working on a wide variety of issues that confront a large urban teaching and research institution. The successful candidate will join a team of lawyers providing quality services on legal, strategic, and public policy issues affecting GW.

Individuals in this position take direction from the Senior Vice President and General Counsel, the Deputy General Counsel, and other attorneys in the General Counsel's Office. The Attorney Fellow will be expected to conduct legal research, draft legal memoranda, agreements, and contracts, assist with responding to subpoena and discovery requests, and participate in meetings and conferences to assist in the provision of legal services to the university community in areas such as: Faculty and staff employment; student conduct; university agreements and contracts (including procurement of goods and services, leases, research and employment); litigation and internal investigations; compliance; real estate development; and other corporate/business matters. The Attorney Fellow will also assist in other areas as needed during the term of the fellowship.

Candidates should possess the following qualifications: (1) A record of strong academic achievement, such as placement in the top third of law school class and honors such as journal membership or moot court board; (2) demonstrated research and writing ability; (3) an interest in learning about and supporting the legal mission of a major institution of higher education; and (4) an ability to work effectively and cooperatively with several lawyers and other University constituents while working on multiple projects at the same time.

Bar membership is not required at the start of the fellowship, but the selected candidate must take the bar exam prior to starting the position. Bar membership is required by no later than the end of the first year of the fellowship.

Salary is a minimum of \$60,000 and will increase following the candidate's admission to the bar.

Interested candidates should email a cover letter of interest, resume, transcript, list of at least three references, and short writing sample no later than October 31, 2008 to gwlegal@gwu.edu, indicating "Attorney Fellow position" in the subject line.

Review of applications will commence on or about November 3, 2008 and will continue until a suitable candidate is selected. Once selected, employment is expected to begin on or about September 1, 2009; however, the exact date is subject to negotiation.

The George Washington University is an Equal Employment Opportunity/Affirmative Action Employer and does not unlawfully discriminate against any person on the basis of race, color, religion, sex, national origin, age, disability, veteran status, or sexual orientation. The policy covers all programs, services, policies, and procedures of the University, including admission to education programs and employment. The University is subject to the District of Columbia Human Rights Act.