



**The Ohio State University
Moritz College of Law**

Short-term Assistance Registry for In-House Law Departments

The Career Services Office of The Ohio State University Moritz College of Law has launched the Short-term Assistance Registry (STAR). STAR is designed to meet the needs of in-house law departments for temporary and/or part-time assistance, as well as one-time projects. Specifically, STAR provides participating companies with a pool of qualified and pre-approved second- and third-year students, as well as recent graduates from the Moritz College of Law.

A clear benefit to the students and recent graduates is real-world, relevant experience. All participants understand that there is no commitment by the company beyond any individual assignment. The assignment can be for a one-time project under a contractor (versus employment) relationship or within the scope of a part-time (or temporary) employment relationship.

Such projects could include:

- Document review
- Research and writing
- Updating summaries of state and/or federal regulations
- Assisting with writing articles or updating company/law department newsletters
- Updating legal news or law-related elements on company web site
- Drafting and/or filing court documents

All of our participating students are well qualified to meet your needs. However, the participating company may indicate whether it prefers to select a student or graduate when completing the application or be assigned a candidate based on their stated area of interest and availability for the assignment. See application below.

We strongly encourage you to contact Linda Jones or Cheri Wiles at the Career Services Office. We are interested in your questions as well as your input as to how we can make STAR a valuable opportunity for both participating companies and our students. We look forward to hearing from you.

Contact

Linda Jones, Co-Director of Career Services
Phone: (614) 688-8669
E-mail: jones.2609@osu.edu

Cheri Wiles, Career Advisor
Phone: (614) 247-1600
E-mail: wiles.65@osu.edu





Short-term Assistance Registry Employer Application

Please return form to Linda Jones at jones.2609@osu.edu or fax to (614) 292-6667.

Company Name: _____

Address: _____

Primary Contact: _____ **E-mail:** _____

Phone: _____ **Fax:** _____

Description of Desired Match:

Employee vs. Contractor: _____

Preferred student level: 2L___ 3L___ 2010 graduate___ No preference ___

Please send first available candidate ___

Please send resumes of interested candidates and I will select ___

Special criteria or additional comments (optional): _____

Description of Project(s)/Expected Duration: _____

Pay rate (suggested pay \$10-\$15/hr): _____

Non-discrimination Agreement:

Companies wishing to participate in STAR must agree to abide with the equal opportunity policies of The Ohio State University (whether a student is retained as an employee or contractor), which includes the prohibition of discrimination based on sex, age, race, color, creed, religion, national or ethnic origin, disability, sexual orientation, gender identity or expression, or Vietnam-era or other veteran status, except as mandated by pertinent legal requirements. Please have an authorized professional member of your organization sign below to reflect your company's agreement to these terms. A copy of the aforementioned policy is available by contacting Linda Jones at jones.2609@osu.edu. We will not be able to match your company with a student until we retain the required, authorized signature.

Signature: _____ **Title:** _____