



IN-HOUSE LEGAL CLERKSHIP PROGRAM

ACC CAREERS CENTRE ADS – HOW TO GUIDE FOR LEGAL TEAMS

Thanks for being part of our in-house clerkship program.

In order to showcase your in-house team and advertise the clerkship position, follow these steps. In particular, **make sure that you nominate hello@thelearnedcrew.com as the contact email**, so that TLC can review and shortlist your candidates. Advertisements must be uploaded before the due date for your clerkship program as referred to on the ACC website.

1. Go to <http://acc.careerwebsite.com> and click on “**POST A JOB**”.
2. Scroll down at this page to select “**Clerkship Positions**” (last product option on the page)



THE
**CAREER
CENTRE**



EMPLOYERS

JOB SEEKERS

ACC AUSTRALIA

WELCOME JAMIE



Post / Create A Job

Use the form below to post your job opening. If you have any questions or encounter any problems, please contact us at 02 8091 5810.

* indicates required field

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Clerkship Positions

ACCA MEMBERS ENJOY A 33% DISCOUNT WITH USE OF COUPON
ACC Australia MEMBER PRICE \$66.33 AUD + GST

- Additional upgrades available

Duration: 30 days

\$99.00 AUD

Buy

3. Fill out all relevant sections below in relation to “Settings” and “Job Basics”. Under Job Name, insert “In-House Legal Clerk”:

Settings

The settings you enter here are only visible to you.

Job Name: *

Enter the name of the job you are posting. It is not displayed to users, but is how you will reference your job posting in your account under the My Jobs tab.

☐ Save as Template

☐ Anonymous Posting

☐ Include Company Profile (will only appear on participating sites). [Activate Company Profile to be able to use this feature](#)

Job Basics

General information about your job opportunity.

Company Name: *

Feature Company Logo: Include your company logo with job posting ☐ Yes ☒ No [Activate Company Profile to be able to use this feature](#)

Position Title: *

Enter the name of the position you are posting for users to see.

Practice Area: *

Select one

Select the job function for this position.

Job Type: *

Select one

Select what type of position this is.

4. Complete the “Job Description” and “Job Requirements” sections. This is really important as it tells the clerk all about your team, and what skills, interests and requirements they need in order to be considered for the position.

We suggest you cover the following:

- Insert wording: **“This is part of the ACC Australia and The Learned Crew In-House Legal Clerkship Program. Applicants from participating universities are eligible only.”**
- Summarise what your organisation does
- Describe your in-house legal team and what role your team plays within the organisation
- Summarise what the clerkship position would entail, e.g. the types of tasks they might be working on. We’ve outlined some suggestions in the information pack already, such as researching, updating resources and playbooks, assisting with legal operations and innovation tasks, etc.
- Describe the mandatory skills, interests, experiences and attributes that you are looking for in a clerk, e.g. interest in commercial and contract law, capacity to learn, team-work, resilience, communication skills, customer service, able to prioritise, etc.
- Describe the desirable skills, interests, experiences and attributes that you are looking for in a clerk, e.g. a side hustle, interest in technology, prior work experience in a law firm, etc.
- Any additional requirements for the job and for the application.

Job Description: *

To prevent SPAM, please do not include your contact information in your job description. To receive applications by email, please use the Contact Information section below.



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Enter in a description for the position you are hiring for. You may type directly into this field or copy and paste text from an external document.

Job Requirements:



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Enter the requirements for the position you are hiring for. You may type directly into this field or copy and paste text from an external document.

5. Complete the rest of the “Job Details”:

Job Details

Job Duration:

Select how long the job seeker will be working for your company. This question is often used when the position you are hiring for is a contract job.

Required Travel:

Select how much travel is required in order for the user to perform the duties of this position.

Min Education:

Select the minimum level of education required for this position.

Min Experience:

Select the minimum amount of experience required for this position.

Salary: to

please enter only numbers

Salary - Currency:

☐ Entry Level

Location

Tell us where the job will be located.

Enter the city, state, zip code, and country that the position is located in and click on the Add Location button. After you click Add Location, you will see the information you entered move into the Selected Locations section. Then you may have the ability to enter additional locations by following the same process. If this is a virtual, remote, or work from home position, you can enter your preferred term into the city field and select "Other/Non-US" for the state.

You have not entered any locations.
Please use the form on the right to add one.

Suburb:

Location: ▼

Other:

Postcode:

6. Complete the “Contact Information” and “Applications” sections.

In the application box it will list your log in email address and also ask where you want the received applications to be sent. **Please ensure that the email address entered is hello@thelearnedcrew.com.** This ensures that The Learned Crew will be able to review the candidates and shortlist them for you.

Contact Information

Enter the contact information for candidates to apply to your position below.
Please note that your contact name and email address will not be displayed publicly.

Contact Person:

Email Address:

Phone:

Ext:

Fax:

Apply URL:

Applications

By allowing online applications, you enable job seekers to apply for this job online through the job board. Their applications will be stored in your account, and any recipients you select below will be notified of new applications by email.

The recipients you select will not appear in the ad.

☒ **Allow Online Applications**

7. Post away and wait for the applications to come in! The Learned Crew will then be in touch with some shortlisted candidates for you to interview.

Any questions, please contact hello@thelearnedcrew.com or 0423494735.