



CETUSA
Council for Educational Travel, USA

Trainee/Internship Program Offer

(10573) Law Office Program – Bloomington, IN



Start Date: October--December 2021

Program Duration: 12–18 months

Compensation: \$12 per hour

Housing: not provided

Number of Position Offered: 1

Host Company Description:

Located in the university town of Bloomington, IN, this dedicated law firm provides counsel, strategy, advocacy, and defense in trial for its clients. The law firm represents its clients with honesty and integrity and holds itself to the highest of ethical standards. They practice criminal, civil, family, and domestic law, and are looking for a talented individual who is eager to gain experience in this field.

Program Description:

- Assist with civil, domestic, and family law cases
- Some work in criminal law may be included
- Drafting and preparing legal documents
- Conducting research to support legal proceedings
- Investigating facts to help in the negotiation of legal disputes
- Monitoring and ensuring compliance with state and federal regulations
- Recording and storing client information
- Filing court documents

Applicant Qualifications:

- To apply for the **Internship** program, applicants must be full-time university students with academic focus in **law** studies OR have graduated less than 12 months from the internship begin date.
- To apply for the **Trainee** program, applicants must hold **law** degrees and have at least 1 year of professional work experience related to the degree, OR be career professionals of 5 or more years in the field
- Applicants must speak advanced English
- Two years (or more) of experience working as a paralegal is preferred but not required.
- Familiarity with legal research
- Familiarity with drafting legal documents
- Excellent verbal and written communication skills

How to Apply:

1. Submit a professional resume with a professional photograph
2. Indicate availability dates (start and end dates)
3. Indicate this offer number and title