



**CETUSA**  
Council for Educational Travel, USA

## **Trainee/Internship Program Offer**

### **(10765) Law Office Program – Livingston, NJ**



**Program Duration:** 12–18 months

**Compensation:** \$18.00-\$20.00 per hour

**Housing:** not provided

**Number of Position Offered:** 1

#### **Host Company Description:**

The host company is a boutique law firm practicing U.S. immigration and nationality law. They offer fixed fees to meet their clients needs for predictable pricing, provide unparalleled service, and strive to create customized immigration solutions. Livingston is known for its parks, trails, and golf courses, and is close to New York City and Thomas Edison National Historical Park.

#### **Program Description:**

- Gather, organize, and review documents to help with case strategy
- Draft case documents (government forms, support letters, etc.)
- Organize exhibits in support of visa applications and assist in preparing visa applications
- Assist with the preparation of permanent residence (green card) applications
- Communicate with clients and monitor developments in immigration law and policy

#### **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 with excellent verbal and written communication skills
- Two years (or more) of experience working as a paralegal is preferred but not required.
- Familiarity with legal research
- Familiarity with drafting legal documents

#### **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