

Duquesne University School of Law

Career Services Office

600 Forbes Avenue, 209 Hanley Hall, Pittsburgh, PA 15282

Phone: (412) 396-6559 Fax: (412) 396-6598 E-mail: lawcareers@duq.edu

JOB POSTING FORM

The services of this office are available only to employers whose standards and practices conform with our Nondiscrimination Policy and Employer Guidelines (See page 2). We agree to comply with Duquesne Law’s Nondiscrimination Policy and Employer Guidelines. Yes No

Employer Name: _____

Address: _____

_____ **Website:** _____

Phone: _____ **Fax:** _____ **Email:** _____

Contact Person: _____

Is this a “blind ad,” i.e. employer name is not to be disclosed? Yes No

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Level of Experience (for students, please check all that apply) (Duquesne Law has Day (D), Evening (E), and Part-time Day (P) Divisions.):

Law Student: 1L (1D/1E/1P) 2L (2D/2E/3E/2P/3P) 3L (3D/4E/4P)

Law Graduate: Years of Experience Bar Required Will Consider Bar Results Pending

Position Title: _____

Job Description: (You are welcome to send a separate document that includes the job description if that is more convenient.)

Hourly Rate/Salary: _____ **Hours (full- or part-time):** _____

Applicant should submit Resume Cover Letter Transcript Writing Sample References
 Other _____

How to Apply: Mail Fax Phone Email CSO to collect and send to employer

Notice of Nondiscrimination/Anti-Harassment Policy

Duquesne University School of Law is motivated by its Catholic identity and values equality of opportunity, human, dignity, racial, cultural and ethnic diversity, both as an educational institution and as an employer. Accordingly, the School of Law prohibits and does not engage in discrimination or harassment on the basis of a person's race, color, gender, sex, sexual orientation, age, religion, national origin, marital status, genetic history, Veteran status, or disability. Duquesne University School of Law will continue to take affirmative steps to support and advance these values consistent with the University's mission statement.

Harassment is defined as unwelcome verbal or physical conduct, that is based on one or more of the categories described above, and that creates an intimidating, hostile, or abusive employment or educational environment or that has the purpose or effect of unreasonably interfering with an individual's employment or academic performance. Such conduct may include epithets, slurs or negative stereotyping; threatening, intimidating or hostile acts; denigrating jokes; and written or graphic material that denigrates or shows hostility or aversion toward an individual or group.

As a law school accredited by the American Bar Association (ABA) and a member of the Association of American Law Schools (AALS), Duquesne University School of Law School complies with ABA Standard 205 and AALS Bylaw 6-3. The Law School is committed to providing equality of opportunity in legal education for all persons, including faculty and employees, with respect to hiring, continuation, promotion and tenure, applicants for admission, enrolled students, and graduates, without discrimination or segregation on the ground of race, color, ethnicity, religion, national origin, sex, gender (including identity and expression), sexual orientation, age, military status, or disability.

All of these classes and any other forms of discrimination are totally antithetical to the policy of the University. The services of this office are available only to employers whose standards and practices conform to this policy.

The complete Nondiscrimination Policy and Employer Guidelines are available [online](#).