

National Association of College and University Attorneys
Position Description – Legal Intern (Summer) (Last Updated: 10/25/24)

Basic Function: As a Legal Intern in the National Higher Education Law Internship Program, supports the Legal Resources attorneys with a variety of projects, including assisting with the delivery of NACUA’s Annual Conference; conducting research, writing memoranda, and checking sources in support of NACUA programming and publications; responding to member research requests, and completing other projects as needed in support of the Association’s mission.

Reports To: The Legal Resources Team

Please see here for more information on [NACUA's National Higher Education Law Internship Program](#).

Duties and Responsibilities

- Travels with NACUA staff to the location of the Annual Conference and assists in the delivery of the conference, including supporting staff as needed onsite.
- Participates in weekly meetings with the Legal Resources Team and participates in meetings of the NACUA staff responsible for implementing the Annual Conference.
- Assists in the development and implementation of other legal educational programming and online legal resources.
- Drafts memos, conducts research, and compiles existing legal resources for NACUA member volunteers in preparation for NACUA programming and publications.
- Assists in monitoring NACUANET and responding to anonymous NACUANET inquiries.
- Assists in responding to member research requests.
- Works on special projects and assumes additional responsibilities as assigned by the President & CEO, Director of Legal Resources, and the Legal Resources Team.
- Assist with other duties as assigned.

Qualifications/Skills

Essential

- 2nd or 3rd year law student at an accredited law school in good standing.
- Interest in learning about higher education law.
- Excellent writing, legal research, analysis, and organizational skills.
- Excellent interpersonal and communications skills, including the ability to work cooperatively and function successfully in a team-oriented, fast-paced hybrid work environment with both members and staff.
- Ability to work independently when needed.
- Demonstrated commitment to NACUA’s core values of quality, collegiality, diversity, inclusiveness, and respect.

Preferred

- Law Review or Journal experience.