

National Association of College and University Attorneys
Position Description – Legal Extern (Spring) (Last Updated: 10/23/24)

Basic Function: Supports the Snr. Legal Resources Attorney for Publications with a variety of projects, including assisting with the delivery of NACUA's publications portfolio by conducting research, drafting summaries, checking sources, writing memoranda, and editing in support of NACUA publications. The Extern may also be called upon to assist other Legal Resources attorneys, including the Law Fellow with programmatic work, responding to member research requests, and completing other projects as needed in support of the Association's mission.

Reports To: Snr. Legal Resources Attorney for Publications

Please see here for more information on [NACUA's Academic Year Externship and Summer Internship Program](#).

Duties and Responsibilities

- Participates in weekly meetings with the Legal Resources Team, and with staff responsible for implementing NACUA's publications portfolio.
- Assists with sourcing, reviewing cases and regulatory guidance, drafting summaries, and editing entries for New Cases & Developments (weekly).
- Assists with compiling pre-existing legal resources for Resource Roundups (monthly).
- Cite checks and formats NACUANOTES, relying on The Bluebook (appx. monthly).
- Drafts memos, conducts research, and compiles existing legal resources for NACUA member volunteer authors related to both NOTES and The Journal of College and University Law, as assigned. The extern may have the opportunity to publish in either NOTES or JCUL, insofar as their work meets the content and quality standards for the publication(s).
- Travels with NACUA staff to the location of the Spring Workshop and assists in the delivery of the Workshop, including assisting staff as needed onsite. The extern may also have the opportunity to participate in the planning and delivery of virtual programs.
- Works on special projects and assumes additional responsibilities as assigned, including but not limited to responding to member research requests and the development and implementation of other legal educational programming and online legal resources.

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.