**Career Services Office Job Posting Form**

We appreciate your interest in our students and alumni. To post a position with us please complete this form and e-mail or fax it to Amber Massey, Career Services Specialist, [amassey@law.ua.edu](mailto:amassey@law.ua.edu), Fax:  205-348-0738,Telephone: 205-348-6479

**Employer Name:**

**Employer Location:**

**Employer Website:**

**Contact Person & Title:**

**Contact Address:**

**Contact Phone:**

**Contact E-mail:**

**Position Title:**

**Position Type:** (full-time, part-time, temporary/contract, summer internship, fall internship, spring internship)

**Position Description:**

**Desired Class Levels:** (1L, 2L, 3L, recent graduate, experienced alumni)

**Preferred or Required Hiring Criteria:** (class rank %, journal, moot court, advanced degree, other)

**Requested Documents:** (resume, cover letter, transcript, writing sample, other)

**Preferred Application Receipt:** (e-mailed individually as received or e-mailed as a packet upon expiration of job posting)

**Posting Expiration Date:**