

PUBLIC SERVICE INTERNSHIP
Office of Legal Affairs
North Carolina State University

NC State Office of Legal Affairs is inviting applications for two Public Service Internships for recent law school graduates, and law firm attorneys who have been deferred or granted fellowship or sabbatical arrangements with public service organizations.

North Carolina State University is one of the leading land-grant institutions in the nation, committed to playing an active and vital role in improving the quality of life for the citizens of North Carolina, the nation and the world. With more than 33,000 students and nearly 8,000 faculty and staff, North Carolina State University is a comprehensive research-intensive university and globally recognized for its science, technology, engineering and mathematics leadership.

The Public Service Interns will each engage in a demanding, wide-ranging practice. Areas of needed focus include legal research, policy review, public record requests, subpoenas and discovery, employment law, litigation oversight, intellectual property, regulatory compliance, contracts and other transactional work. Interns will acquire in-house counsel experience and will learn a variety of substantive law relevant to practice in higher education and large institutional settings.

Interns will be volunteers and not employees of NC State University. Pay and benefits are not available, except that statutory liability coverage will apply to the volunteer positions. NC State Legal Affairs will provide associates with work space, computers, mentorship, and other administrative support. Law firm support for the costs of the program will be welcomed.

Qualifications of the successful candidates will include:

- A law degree from an accredited school (NC licensure is not required, but would be beneficial)
- Strong analytical and problem-solving abilities; excellent research and writing skills.
- Initiative, intellectual curiosity, tenacity; energized by challenges.
- Effective team member; aptitude for building positive working relationships at all levels.
- Creativity, strategic common sense, good judgment, level-headedness.
- Ability to juggle shifting priorities and multiple projects; excellent follow-through.
- Knowledge of case, statutory, regulatory, and common law.
- Knowledge of the principles and procedures of legal research.
- Knowledge of legal documentation procedures and requirements.
- Knowledge of contract law requirements and experience reviewing contracts.
- The desire to be fully engaged in the work and to approach it with the same energy and passion a highly-paid position would command
- Ability to make at least a 9 to 12-month, full-time, commitment to the University

Application Procedure: Applicants should submit a cover letter; resume; legal writing sample, and the names, addresses, and telephone numbers of three references. Initial interviews (most likely by phone) will begin immediately and continue on a rolling basis until selections are made. Applications should be sent to David T. Drooz, Acting Vice Chancellor and General Counsel, at david_drooz@ncsu.edu or faxed to 919.515.3060 or mailed to:

NC State University
Office of University Counsel
Campus Box #7008, 304 Holladay Hall
Raleigh, NC 27695-7008

AA/EEO In addition, NC State welcomes all persons without regard to sexual orientation.