Student Legal Services (SLS) Internship Program

*If you are interested in law and policy or just want to work in a professional setting, come join our team! We will accept interns from any field of study!*

**Position Title:** Undergraduate Intern (unpaid)

**Type:** Part-time, 20 hours per week or as arranged

**Apply online:** [http://www.pdx.edu/sls/internship](http://www.pdx.edu/sls/internship)

**Deadline to Apply:** This internship is offered every term including summer term. The deadline to apply is typically approximately the time that priority registration begins. The deadline for the next term will be posted at [http://www.pdx.edu/sls/internship](http://www.pdx.edu/sls/internship).

**SLS—Who We Are**

SLS provides free legal representation to PSU students in various areas of law, including family law, housing, debtor-creditor, immigration, personal injury, and bankruptcy. Our mission is to encourage students’ full participation in their academic endeavors by helping navigate obstacles to fulfilling educational and career goals. We pursue our mission through legal advice, representation, mentorship, community partnerships, and education to empower student clients. Check out our website at [www.pdx.edu/sls](http://www.pdx.edu/sls) to learn more about our office!

**Job Description**

SLS is looking for undergraduate interns who are interested in working at a busy legal office. Our interns work closely with attorneys, paralegals, law clerks, and other staff in all aspects of a case. This includes sitting in on intakes, drafting correspondence, conducting research, and attending hearings (sometimes outside of normal business hours). Interns are also expected to assist and participate in SLS outreach events and trainings. Interns will get real-world experience in various areas of law and learn how to work in a professional setting.

**Expectations**

- Ability to maintain highly confidential information in a trustworthy and professional manner
- Ability to take initiative and work independently
- Provide outstanding client service
- Develop and maintain consistent work hours
- Perform tasks that they are given to the best of their capabilities

**Minimum Requirements**

- Good academic standing and ability to work independently
- Two professional, personal, or academic references
- Basic computer skills including Microsoft Word, Excel, and PowerPoint
- Strong interpersonal communication and writing skills

For more information about internships, contact slms@pdx.edu or check out our website at [www.pdx.edu/sls/internship](http://www.pdx.edu/sls/internship). Thank you!