



TOURO LAW

Touro College Jacob D. Fuchsberg Law Center

CAREER SERVICES OFFICE

2014 FALL RECRUITMENT SCHEDULE

Updated August 13, 2014

This Schedule contains specific information about employers who are recruiting this summer and fall for 2015 summer positions and post-graduate positions beginning next year. Please read all of these materials carefully, including the cover letter and handouts found on the homepage of Symplicity, as many opportunities have strict deadlines. ALL applications are done through CSO's online career management system powered by Symplicity. Note: You will only see OCI and Collection Employers specific to your class year on your Symplicity OCI tab. If you are in doubt about anything regarding fall recruiting, please contact the Career Services Office ("CSO").

General Instructions

1. Every student should have his or her resume and cover letter reviewed by a CSO counselor *prior to* submitting them to an employer. One typographical error or a format that appears unusual to an employer will give the employer cause to reject your application.
2. When submitting application materials on Symplicity, be sure you meet the employer's hiring criteria, including graduation year.
3. Cover letters are generally *not* submitted with resumes for on-campus or resume collection employers. However, there are exceptions. If employer asks for a cover letter, the addressee will be found on the Symplicity OCI Schedule Page for that employer in the "Additional Requests" box.
4. Please research employers to learn what they do before applying for positions with them. Reviewing employer websites is one method, but the *NALP Directory of Legal Employers*, found at www.nalpdirectory.com, can also help you research large law firms and agencies.
5. Should you be required to provide a law school transcript to an employer, requests should be made through the Registrar's Office by submitting a *Transcript Request Form*. Please anticipate a two or three day wait to receive your transcript. You can request the Registrar' Office email you a PDF copy to upload to your Symplicity Documents. **Unless you are specifically told otherwise, an unofficial transcript is sufficient for an employer.**
6. **This is a preliminary Schedule.** Many employers are not yet ready to advise of their plans. **REGULARLY CHECK FOR UPDATES AND ADDITIONS TO THIS SCHEDULE ON SYMPPLICITY. In addition, read through the entire schedule so as not to miss any deadlines. DEADLINES ARE IMPOSED BY THE EMPLOYER, SO THERE ARE NO EXCEPTIONS.**

ON-CAMPUS INTERVIEWS

The following is a list of employers who will be *interviewing students on campus*. Please carefully note which class years the employer is requesting, as well as specific qualifications and application procedures. ALL application materials are submitted through Symplicity (except for employer applications as noted)

1. Research the employer carefully to determine if you are genuinely interested in the position.
2. Read the accompanying instruction sheet on how to use SYMPLICITY to apply for these opportunities.
3. You will be notified through Symplicity if you have been selected by the employer for an interview.
4. If selected, sign up for an interview slot through Symplicity, and then research the employer in detail in order to prepare for the interview.
5. Schedule an interview preparation session with a CSO counselor prior to your interview.
6. If you are unable to keep an interview appointment, *you must notify the CSO in advance*.

EMPLOYER	APPLICATION DEADLINE	INTERVIEW DATE	CLASS	QUALIFICATIONS/HIRING CRITERIA	APPLICATION ON SYMPLICITY
Cullen and Dykman LLP Garden City, LI Brooklyn Heights, NY New York, NY www.cullenanddykman.com Interviews for Summer Law Clerk and First Year Associate positions.	July 20	August 12	2016 2015	Required: Top 25% of class <i>and</i> Law Review. Emphasis on academics, extracurricular activities, and poise/maturity.	Resume, writing sample and law school transcript
United States Air Force JAG Corps www.jagusaf.hq.af.mil Informational interviews for 3L/4L graduating students applying for active duty positions. Group information session for 2Ls.	August 25	September 9	2015 2016	Required: US citizen. Active duty JAGC: less than 35 years old at entry.	Resume
Nassau County District Attorney's Office Mineola, NY www.Nassauda.org	August 21	September 9	2015	Required: Top 50%, US citizen, 3 year personal commitment and Nassau County residency 1 year after date of hire. Preferred: Law Review or Journal, Criminal Law Clinic/Externship	Resume, cover letter, law school transcript, Statement of Interest. Hand in * <u>Hard Copy</u> <u>ADA Applicant Packet</u> (available at CSO or on the DA website).

* Hand in Applicant Packet (all other materials upload on Symplicity) to Claudia in CSO by Thursday, August 21.

Please note: Candidates who are called back for a Second Stage (Panel) Interview will be required to submit, to the DA's office, an Official Transcript and Writing Sample two weeks prior to that interview. The writing sample must conform to the guidelines listed on the Nassau County District Attorney website.

ON-CAMPUS INTERVIEWS

EMPLOYER	APPLICATION DEADLINE	INTERVIEW DATE	CLASS	QUALIFICATIONS/HIRING CRITERIA	APPLICATION ON SYMPPLICITY
New York City Law Dept. a/k/a Corporation Counsel New York, NY www.nyc.gov/law Interviews for Summer Intern and Entry-level Attorney positions.	August 21	September 11	2016 2015	Preferred: Top 1/3 of class, demonstrated interest in public sector law, clinic or clerkship experience, achievement in Moot Court or Law Review.	Resume, cover letter and law school transcript
<p>Please note: Those selected by the NYC Law Department should bring the following to the interview: two (2) different writing samples (6-25 pages) and list of three (3) references with names and telephone numbers.</p>					
Ruskin Moscou Faltischek, P.C. Uniondale, NY www.rmfp.com Interviews for Summer Law Clerk positions.	August 21	September 17	2016	Required: Top 25% of class and Law Review or other Journal, or Moot Court	Resume and law school transcript
Queens County District Attorney's Office Kew Gardens, NY www.queensda.org Interviews for Assistant District Attorney positions.	August 21	September 18	2015	Required: Top 50%, US citizen. Preferred: Moot Court, participation in internships/externships.	Resume
United States Army JAG Corps	August 25	September 16	2016 2015 LL.M. JD graduate	2Ls – summer internship. 3L/4L's – under 42 years old for permanent/active duty position. U.S. citizenship required.	Resume, copies of 1) undergraduate transcript & 2) law school transcript, & draft of Personal Statement
<p>Please note: 1) upload (in “writing sample” field of your Symplicity OCI bid) a draft of the Personal Statement you would use for the actual JAG on-line application - <i>not</i> a writing sample. Instructions for this Personal Statement on the JAGC website read: “You must submit a statement regarding your interests, objectives, and motivations for applying for an Active Duty commission or Summer Internship with the Army JAG Corps. Your statement should not exceed 4000 characters. Anything in excess of 4000 characters will not be considered”.</p> <p>2) upload (in “other documents” field of OCI bid) the copy of undergraduate transcript. <i>IF</i> you have any problems with this, contact your CSO counselor.</p> <p><i>The U.S. Army JAG Corps on-campus interviews are the first screening interview on record. To view the complete application instructions, go to https://www.jagcnet.army.mil/JARO and click “continue to this website”.</i></p>					

ON-CAMPUS INTERVIEWS

EMPLOYER	APPLICATION DEADLINE	INTERVIEW DATE	CLASS	QUALIFICATIONS/ HIRING CRITERIA	APPLICATION ON SYMPPLICITY
Bronx County District Attorney's Office Bronx, NY www.bronxda.nyc.gov Interviews for Assistant District Attorney positions.	September 3	September 30	2015	Preferred: Top 50%, GPA 3.0. participation in Moot Court, clinic or internship experience. 3 year commitment and NYC residency. U.S. citizenship required.	Resume, writing sample, law school transcript, cover letter, <i>and</i> * <u>Bronx DA Employment Application</u> -get from CSO or DA website.
* Hand in hard copy Bronx DA Application to Claudia in CSO.					
Please note: Candidates asked back for a second (panel) interview by the Bronx DA <u>in their offices</u> will be required to mail the Bronx DA three letters of recommendation and a passport size photo (name on back of photo) <u>prior</u> to that interview. Students should request letters from their references ASAP after OCI.					
The Legal Aid Society, New York City www.legal-aid.org Interviews for Summer Intern and Entry-level Attorney positions.	September 11	October 7	2015 2016	Preferred: a demonstrated interest in Public Interest Law.	Resume and Cover Letter *
<i>Please note:</i> During the on-campus interviews (1) 2Ls must submit to the interviewers cover letters and resumes, along with a LAS required form (Applicant Information Form), and (2) 3L/4Ls must submit resumes, cover letters, unofficial transcripts, one writing sample, and two LAS required documents (Applicant Information Form and Applicant Questionnaire). LAS will contact selected students <i>before</i> OCI and provide them with the required LAS forms.					
Brooklyn Defender Services Brooklyn, NY www.bds.org Interviews for Entry-level Attorney positions.	September 28	October 23	2015	Preferred: Participation in a criminal law externship. Demonstrated commitment to serving the public interest	Resume, cover letter and law school transcript

RESUME COLLECTIONS

The following employers have requested that CSO collect student resumes and forward them to the employer at one time.

1. Please note deadline dates and hiring criteria. These are preliminary application deadline dates. Employers may change them as their needs develop.
2. Although CSO is collecting application materials for these employers through Symplicity (see accompanying instruction sheet on how to use Symplicity to apply for these opportunities), **students will be contacted directly by employers to arrange interviews in their offices.** Websites are provided for research purposes.

EMPLOYER	APPLICATION DEADLINE	CLASS	HIRING CRITERIA	APPLICATION PROCEDURES (details on SYMPPLICITY page)
Anderson Kill & Olick PC New York, NY	August 4	2016	Required: Top 3%. Law Review or writing competition participation. Judicial experience. Strong interest in firm's practice areas. www.andersonkill.com	Submit resume and law school transcript
Cole, Schotz, Meisel, Forman & Leonard, P.A. Hackensack, NJ	August 21	2016 2015	Preferred: Top 15%, Law Review, Moot Court or other Journal work. www.coleschotz.com	Submit resume and law school transcript
Cozen O'Connor, New York, NY	August 4	2016	Required: Top 10% and Law Review or Moot Court or other journal work. www.cozen.com	Submit resume and a Cover Letter of Interest (details in Symplicity)
Dickstein Shapiro LLP New York, NY	August 4	2016	Required: Top 10%. Preferred: Law Review, Moot Court or other Journal. www.dicksteinshapiro.com	Submit resume, law school transcript and writing sample.
Farrell Fritz, P.C. Uniondale, NY	August 4	2016	Required: Top 3%, Law Review Preferred: Judicial Clerkship www.farrellfritz.com .	Submit resume, cover letter, law transcript and writing sample
Fish & Richardson, P.C. New York, NY	August 4	2016	Required: Top 10%, undergraduate degree/scientific or technical background, and Law Review or other Journal. www.fr.com	Submit resume and law school transcript.

RESUME COLLECTIONS

EMPLOYER	APPLICATION DEADLINE	CLASS	HIRING CRITERIA	APPLICATION PROCEDURES (details on SYMPPLICITY page)
Fox Rothschild LLP PA, NJ, NY, CT Offices	August 4	2016	Required: Top 20%. Preferred: Moot Court, Law Review or other Journal. Demonstrated leadership and entrepreneurial ambition. www.foxrothschild.com	Submit resume, law school transcript, and cover letter specifying area(s) of practice of which you are interested.
Genova Burns Giantomasi Webster Newark, NJ	August 4	2016 2015	Preferred: Top 15%, Law Review, Moot Court or other Journal work. www.genovaburns.com	Submit resume, law school transcript and writing sample.
Holland & Knight New York, NY	August 4	2016	Required: Top 3%. Preferred: Law Review or other journal, or Moot Court www.hklaw.com	Submit resume and law school transcript.
King & Spalding New York, NY	August 4	2016	Required: Top 3% and Law Review, Moot Court or other Journal membership. www.kslaw.com	Submit resume, law school transcript and writing sample.
Latham & Watkins LLP New York, NY	August 4	2016	Required: Top 3% and top undergraduate standing. Preferred: Law Review, Moot Court or other Journal, as well as non-academic experience. Positive, motivated. www.lw.com	Submit resume and law school transcript. Undergraduate GPA should appear on resume.
Lazer, Aptheker, Rosella & Yedid, P.C. Melville, NY	August 21	2015	Preferred: Top 20%, Law Review or other Journal activity www.larypc.com	Submit resume and law school transcript.

RESUME COLLECTIONS

EMPLOYER	APPLICATION DEADLINE	CLASS	HIRING CRITERIA	APPLICATION PROCEDURES (details on SYMPPLICITY page)
Miami-Dade State Attorney's Office Miami, FL	August 21	2015	Preferred: Moot Court. A demonstrated interest in litigation and/or criminal law through coursework and/or internships. Clinical participation is strongly preferred. www.MiamiSAO.com .	Submit a cover letter, resume and law school transcript
Patterson + Sheridan, LLP Houston, TX, Greensboro, NC Shrewsbury, NJ	August 4	2015 2016	Required: Top 50%, hard science/technical undergraduate degree, eligible for the Patent Bar. www.pattersonsheridan.com	Submit resume and law school transcript
Paul Hastings LLP New York, NY	August 4	2016	Required: Top 3%, Law Review or other journal, or Moot Court www.paulhastings.com	Submit resume and law school transcript.
Proskauer Rose LLP New York, NY	August 4	2016	Required: Top 3%, high undergraduate GPA from Ivy League college, outgoing personality. Preferred: fluency in Spanish, Mandarin or Portuguese, OR undergrad degree in sciences. www.proskauer.com	Submit resume and law school transcript.
Reed Smith New York, NY	August 4	2015 2016	Required: Top 10%, Law Review or Moot Court. Genuine desire to work and establish career in New York City. Preferred: strong undergraduate grades and major (i.e., tech or business), fluent in 2 nd language. www.reedsmith.com	Submit resume, cover letter, law school transcript, and writing sample.
Schulte Roth & Zabel LLP York, NY	August 4	2016	Required: Top 3%. Law Review or Moot Court. Motivated, strong interpersonal skills. www.srz.com	Submit resume, cover letter and law school transcript.

RESUME COLLECTIONS

EMPLOYER	APPLICATION DEADLINE	CLASS	HIRING CRITERIA	APPLICATION PROCEDURES
Seyfarth Shaw LLP New York, NY	August 4	2016	Required: Top 3%. Demonstrated interest in labor and employment law. Preferred: Law Review, Moot Court or clinic participation. Prior business experience, excellent analytical and interpersonal skills. www.seyfarth.com	Submit resume and law school transcript.
Simpson Thatcher & Bartlett LLP New York, NY	August 4	2016	Required: Top 5%, Law Review or Moot Court. www.stblaw.com	Submit resume and law school transcript.
Sullivan & Cromwell LLP New York, NY	August 4	2016	Required: Top 3% and top undergraduate standing. Preferred: Law Review, fluency in Spanish or Asian language. Outstanding intellect/character. Non-traditional work experience. www.sullcrom.com	Submit resume, cover letter and law school transcript. Undergraduate GPA should appear on resume.
Whiteman Osterman & Hanna, LLP Albany, NY	August 21	2016	Preferred: Top 10%, Law Review, Moot Court or other Journal activity. www.woh.com	Submit resume, cover letter, law school transcript, writing sample.
Windels Marx Lane & Mittendorf, LLP New York, NY	August 4	2016	Required: Top 3%, Law Review www.windelsmarx.com	Submit resume and law school transcript.

DIRECT WRITE EMPLOYERS

For the following employers students should send the required documents directly to apply for these opportunities. Note deadline dates and hiring criteria.

LAW FIRMS

EMPLOYER	CLASS	HIRING CRITERIA	APPLICATION PROCEDURES
Campolo, Middleton & McCormick, LLP Islandia, NY, www.cmmlp.com	2016	Required: Top 5-10%, GPA 3.4 and above. Preferred: Law Review, other Journal or Moot Court	Resume and copy of law school transcript accepted on a rolling basis for Summer Associate position to Kristen Navas at knavas@cmmlp.com.
Tsunis Gasparis Lustig Ring & Kenney, LLP Islandia, NY, http://tg-law.net	2016	Required: Top 25%. Preferred: Law Review, other Journal or Moot Court, G.P.A. 3.5 and above.	Resume and copy of law school transcript accepted on a rolling basis for Summer Associate position to James Tsimis, Esq at jmt@tg-law.net.

PUBLIC INTEREST/GOVERNMENT

EMPLOYER	CLASS	HIRING CRITERIA	APPLICATION PROCEDURES
Kings County District Attorney's Office Brooklyn, NY	2014 2015	Commitment to public service, sound work ethic. Top 50% of class. U.S. citizenship required. Permanent ADA positions: passage of NYS Bar Exam, 3 year commitment, and NYS residency required. *Information application instructions for attorney and student internship not currently posted. Check for updates on the website www.brooklynda.org	Applications for attorney ADA positions, class of 2015 should be submitted in August 2014. Law school student semester internship program application deadlines: *Fall – July 18, Spring – November 1, Summer – March 21. *See your CSO counselor for application instructions. Note: Fall internship job posting on Symplicity
New York County District Attorney's Office New York, NY	2014 2015	Commitment to public interest, experience in criminal prosecution or defense; strong academic performance; excellent writing, verbal and leadership skills. U.S. citizenship required. For permanent positions, NYS residency and three year commitment required. Information and application instructions for permanent and law student internships at www.manhattanda.org	Applications must be submitted online. Application for attorney ADA positions starting fall 2014 accepted from August 1 through October 1st . Summer Internships: 2L students may begin to submit applications on November 1. 1L students may begin to submit applications on December 1. All submissions must be received by December 15.

PUBLIC INTEREST/GOVERNMENT – Direct Write, continued

EMPLOYER	CLASS	HIRING CRITERIA	APPLICATION PROCEDURES
Richmond County District Attorney's Office Staten Island, NY	2014 2015	Commitment to public service, sound work ethic. U.S. citizenship required. Permanent ADA position requirements: passage of NYS Bar Exam, 3 year commitment, and NYS residency. For information, visit http://rcda.nyc.gov/	Smaller legal hiring program. ADA positions are posted on their website. You may submit a resume and cover letter to the Director of Human Resources for review. Summer internships: submit resumes and cover letters by the end of March 2014.
Suffolk County District Attorney's Office Hauppauge, NY and various Suffolk County locations.	2014 2015	Commitment to public service, high moral character. For permanent ADA positions: U.S. citizenship required, passage of NYS Bar Exam, 3 year commitment, Suffolk County residency at start of employment. Record of academic achievement and internships in the criminal justice system. For information on application instructions and recruitment schedule visit www.suffolkcountyny.gov/da/careersRecruiting.aspx	Applications for attorney ADA positions, class of 2015 accepted only between Sep. 1 - Dec. 10, 2014. Summer internship program requests/applications should be sent after March 1, 2015. Fall/spring semester internship requests should be made early

NOTE: There are many New York State District Attorney offices with over 30 attorneys in their County offices. For example, in upstate New York: Albany, Erie, Monroe, Onondaga, Orange, Rockland, and Westchester. Given the competitive nature of positions with Long Island and New York City District Attorney Offices, we strongly urge you to *also* apply to these DA Offices. Visit their websites for Hiring Criteria/Application Procedures.

WASHINGTON, DC

U.S. Department of Justice Attorney General's Honors Program	2014	Selections are made based on many elements of a candidate's background including a demonstrated commitment to government service, academic achievement, leadership, law review or moot court experience, legal aid and clinical experience, past employment and extracurricular activities that relate to the work of the Justice Department.	Complete information and on-line application available at the website: www.justice.gov/legal-careers . Application available on-line from July 31 through September 2, 2014.
U.S. Department of Justice Summer Law Intern Program	2015	Compensated summer internships. See above for selection criteria.	Complete information and on-line application available at the website: www.justice.gov/legal-careers . Application available on line from July 31 through September 2, 2014

Special Note:

The **Government Honors & Internship Handbook** produced annually by University of Arizona James E. Rogers College of Law, Tucson, AZ, can be found at <http://www.law.arizona.edu/career/honorshandbook.cfm>. It has information about many job opportunities with the Federal Government, as well as some State agencies.

The **new** username and password for the **2014-2015** Subscribers Version is: username – **thin** and password – **mints**.

DIRECT WRITE EMPLOYERS **JUDICIAL CLERKSHIPS**

The following employers would like *students to contact them directly* regarding Judicial Clerkship opportunities. For additional information refer to the online State Court Clerkship Guide.

EMPLOYER	CLASS	HIRING CRITERIA	APPLICATION PROCEDURES
NEW YORK			
<u>For additional information, go to the State Court Clerkship Guide at http://forms.vermontlaw.edu/career/guides/</u>			
State of New York Court of Appeals Albany, NY	2015	<i>Central Legal Research Staff Clerkship</i> two-year term. Preferred: Strong academic achievement, excellent research and writing skills, Law Review. Starting salary will be over \$76,000. www.courts.state.ny.us/ctapps	Required: Mail resume, cover letter, law school transcript, (unofficial copy), writing sample (unedited, your own work) Also encouraged, but not required, in initial package: two (2) letters of recommendation from law school professors. If selected for interview, letters of recommendation and copies of undergraduate and graduate transcripts will be required. Deadline: Between July 1 - September 15, 2014 Court prefers early applications.
		<i>Judicial Clerkships – Judges of the Court of Appeals.</i> Preferred: Strong academic achievement, excellent research and writing skills, Law Review. Starting salary will be over \$76,000	Apply directly to the individual Judges (details and list available at the website, Clerkship Opportunities, at www.courts.state.ny.us/ctapps)
State of New York Supreme Court Appellate Division First Department New York, NY	2015	<i>Central Legal Staff and Personal Law Clerks</i> Information at the State Court Clerkship Guide and at www.courts.state.ny.us/courts/ad1/index.shtml Required: Admission to the bar within 18 months of appointment.	Apply directly to the individual Judges, submit a cover letter, resume, two (2) letters of recommendation and a writing sample. Applications generally received through the early fall of 3L
State of New York Supreme Court Appellate Division Second Department Brooklyn, NY	2015	<i>Court Attorney Positions.</i> Required: Exceptional record of academic achievement. Law Review or graduating in the upper 25% of class, demonstrated ability to analyze legal issues and write clearly. Admission to the bar within 18 months of appointment. www.courts.state.ny.us/courts/ad2/index.shtml	Mail resume, cover letter, GPA, LSAT score, preferably contained in the Law School Report, and (do not send writing sample) to Clerk of the Court. View posting at www.nycourts.gov/careers/2jd No set deadline; ongoing applications.

**DIRECT CONTACT EMPLOYERS
JUDICIAL CLERKSHIPS**

EMPLOYER	CLASS	HIRING CRITERIA	APPLICATION PROCEDURES
State of New York Supreme Court Appellate Division Third Department Albany, NY	2015	One-year term. Required: Exceptional record of academic achievement such as being a member of Law Review, top 10% of class, or graduating cum laude or magna cum laude. Admission to bar within 18 months of appointment. Candidates graduating in Top 20% of class are also encouraged to apply.	Apply online at link, submitting a cover letter, resume copy of law school transcript, and legal writing sample. Letters of recommendation optional. http://www.nycourts.gov/ad3/EmploymentOpportunities.htm Deadline: September 16, 2014 Now posted on the website: www.courts.state.ny.us/ad3
State of New York Supreme Court Appellate Division Fourth Department Rochester, NY	2015	Two-year term. Required: top 25% of class, Law Review, Moot Court or other writing experience. Salary approximately \$64,834 for the first year and \$76,195 upon admission to the NYS Bar. Selection is generally made by 12/1. Website: www.courts.state.ny.us/ad4	Mail resume, cover letter, copy of law school transcript, writing sample. A letter of recommendation from Law School Judicial Clerkship Committee is recommended. Apply to the Chief Appellate Court Attorney. Deadline: October 14, 2014
CONNECTICUT Supreme, Superior & Appellate Courts New Haven, CT	2015	One-year term. Required: Demonstrated proficiency in legal research and writing. Preferred: Law Review.	Application procedures for each Court branch are available on the State of Connecticut Judicial Branch website: http://www.jud.state.ct.us/external/news/jobs/Default.htm Application period varies with each branch.
NEW JERSEY Trenton, NJ	2015 LL.M.	One-year term. Required: Excellent writing and analytical skills. Detailed information and a list of Justices and Judges available at http://www.judiciary.state.nj.us/lawclerks/index.htm	Beginning June 26, 2014 mail a cover letter and resume, with specific area of interest directly to individual Justices and Judges. Go to website for complete instructions. AND/OR applicants may email a resume and cover letter including court, division and county in which they would prefer to serve (with announcement #14-29-15) to the Judiciary Personnel Office for distribution to Justices/Judges.

The **2014-2015 State Court Clerkship Guide** is produced by the University of Vermont Law School and includes information on state clerkships across the country. You may access the Guide at <http://forms.vermontlaw.edu/career/guides/>.
The username and password for the **2014-2015** Subscribers Version is: Username – **to be announced**, and Password – **to be announced**