



The University of Tulsa College of Law
Professional Development Office
POSITION ADVERTISEMENT FORM

NAME OF FIRM/AGENCY/CORPORATION: _____

ADDRESS: _____

CITY/STATE/ZIP: _____

TELEPHONE: _____ FAX: _____

EMAIL ADDRESS: _____

CONTACT NAME: _____

POSITION OPEN TO: FIRST YEAR SECOND YEAR THIRD YEAR RECENT GRADUATE
 ATTORNEY NUMBER OF YEARS' EXPERIENCE PREFERRED _____

TYPE OF POSITION: PART-TIME FULL-TIME SUMMER PERMANENT

NUMBER OF HOURS _____ *NOTE: Full-time students are only allowed to work 20 hours per week.*

DATE POSITION AVAILABLE: _____ COMPENSATION RANGE: _____

JOB TITLE: _____

JOB DESCRIPTION: _____

OTHER HIRING REQUIREMENTS: _____

IN ADDITION TO A RESUME, CANDIDATES WILL NEED TO SUBMIT:

COVER LETTER WRITING SAMPLE TRANSCRIPT REFERENCES OTHER _____

PREFERRED METHOD FOR RECEIVING INFORMATION: EMAIL ACCUMULATE ONLINE OTHER _____

DEADLINE RESPONSE DATE: _____

TO CORRESPOND, MAKE CORRECTIONS, OR REPORT POSITION FILLED, CONTACT:

University of Tulsa College of Law
Professional Development Office
3120 East Fourth Place
Tulsa, Oklahoma 74104

PHONE: 918.631.2430
FAX: 918.631.3707
EMAIL: mark-peron@utulsa.edu
kristine-bridges@utulsa.edu
lauren-donald@utulsa.edu

Please read the following non-discrimination policy, sign at the bottom and fax, mail or email to us. We cannot offer assistance and/or use of our career services facilities until we receive your signed form. Thank you.

NON-DISCRIMINATION STATEMENT

The University of Tulsa is committed to the principle of equal opportunity in education and employment. The University does not discriminate on the basis of personal status or group characteristic including, but not limited to individuals on the basis of race, color, religion, national or ethnic origin, age, gender, disability, veteran status, sexual orientation, gender identity or expression, genetic information, ancestry, or marital status in the administration of its educational policies, admissions policies, employment policies, scholarship and loan programs, athletic, and other University administered programs. Inquiries about compliance should be addressed to the University's Associate Vice President of Human Resources & Risk Management, Fisher Hall East Room 103, and 800 S. Tucker Drive, Tulsa, OK 74104.

Signature: _____