

JOB ANNOUNCEMENT

Job Posting Number: 24-11
Job Title: Student Legal Assistant Intern
Opening Date: May 01,2024
Close Date: May 10, 2024
Hourly Wage: \$18.00
Work Address: 914 East Anderson Lane, Austin, Texas 78752

GENERAL DESCRIPTION

The Credit Union Department College Student Program introduces interested students to career opportunities in a job setting to gain practical experience and training. This position is offered depending on available funding.

The Department regulates and supervises Texas-chartered credit unions. Student interns will support the Department by processing complaints against credit unions under supervision. Many times, these complaints involve issues of consumer protection or other state laws which require investigation and research.

This position may also assist in the development and or revision of policies and procedures to assure department compliance with various state agency requirements. They may perform work as directed or assigned by the General Counsel or Legal Assistant.

The program runs approximately 13 weeks, and the student will work 12-25 hours a week. Upon completion of the Program, the Department may offer full-time employment upon the student's graduation contingent on meeting all job-related requirements and the Department having a vacancy; but there is no guarantee. The Department will work with a college/university to establish formal learning plans upon request.

REQUIREMENTS

Applicant must:

- Be a U.S. citizen currently enrolled as an undergraduate student in an accredited college or university with a junior or senior level standing;
- Have an overall grade point average (GPA) of 2.75 or higher on a 4.0 grade point scale or "Pass" on a Pass/Fail system;
- Be available to work 10 to 13 weeks with a minimum requirement of 10 weeks at the Department's offices in Austin, Texas.
- Have a high level of computer competency.
- Have good writing skills.
- Possess attention to detail.
- Be self-motivated, organized, willing to help with any project and be able to balance multiple priorities at once.
- Have a positive attitude.
- Be punctual and reliable.
- Be able to provide their own housing and transportation.
- Pass a background check.

Preferred Qualifications:

- Experience in gathering and deciphering data.
- Experience using and working with databases.
- Excellent written communication skills (memos, briefings, status updates are required) and verbal communication (presentations and interviews may be required).
- Major coursework in legal, research, investigation, or compliance issues.

Examples of Work Performed:

- Enters and documents members complaints.
- Prepares correspondence.
- Investigates complaints.
- Assists in reporting.

Knowledge and Skills:

- Strong communication skills.
- Patience interacting with complaining parties and regulated credit unions.
- Strong business application skills (e.g. Microsoft Word, use of e-mail).
- Strong written and verbal communication skills.
- Strong teamwork skills.
- Familiarity with consumer protection laws and research.

Application Requirements

To be considered for the position, the following information is required:

- Submittal of a completed State of Texas Employment Application;
- A scanned copy of the previous semester's official college transcript(s), unofficial transcripts, or transcript marked "issue to student".

Note: The lack of any of the required documents makes your application incomplete and it will not be considered. Resumes may accompany an application but do not substitute for the application.

EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

The Department is an Equal Employment Opportunity Employer and does not discriminate based on race, color, religion, sex, national origin, veteran status, age or disability in employment or the provision of services. A disabled individual requiring reasonable accommodation shall not be denied the opportunity due to the disability. The applicant should contact the Department if reasonable accommodation is required during the application process at (512) 837-9236.