

Job Posting Requirements

Before posting a position, please ensure your job conforms with the following three requirements:

1) Non-Discrimination

Hamline University School of Law does not discriminate on the basis of race, color, national origin, ancestry, sex, gender identity/expression, disability, religion, age, sexual orientation, veteran status, marital status, creed, status with regard to public assistance, or socioeconomic class in its education and employment programs or activities. Likewise, and in accordance with the American Bar Association Standard 210, the school requires that any employer using our services or employing our students will observe the principle of equal opportunity and will avoid objectionable practices, such as

- Refusing to hire or promote members of groups protected by this policy because of the prejudices of clients or of professional or official associates;
- Applying standards in the hiring and promoting of these individuals that is lower than is applied otherwise; and
- Disregarding personal capabilities by assigning, in a predetermined or mechanical manner, these individuals to certain kinds of work or departments.

Under federal law, Hamline University School of Law is required to permit the JAGC equal access to all career services available to other employers or forfeit federal funding for University programs. United States military employers are in violation of Hamline's nondiscrimination policy as well as the policies of the American Bar Association and the Association of American Law Schools. Those using Hamline's career services resources are hereby notified of JAGC noncompliance with these policies.

2) Work hours for law students The American Bar Association regulations stipulate that "A student may not work in excess of 20 hours per week while attending law school on a full-time basis." A student is considered "full-time" if enrolled in courses totaling a minimum of 10 credit hours per week. For additional interpretation of the rule, refer to ABA Standard 305 (a)(iii). Part-time students may work more than 20 hours per week.

All students are allowed to work full-time during the summer months and school breaks unless summer or school break credits are being used to graduate early.

3) Supervision of law students by licensed attorney Student positions must be under the supervision of a licensed attorney.