

# University of Detroit Mercy School of Law

## Career Services Office | Job Posting & On-Campus Interview Request Form

Thank you for recruiting at Detroit Mercy Law. Please complete this form to request that an opportunity at your organization be posted on Career Connect, our online employment board for students, recent graduates, and alumni. Please return the completed form to [cso@udmercy.edu](mailto:cso@udmercy.edu).

### Policies

Please check the boxes to provide written assurance that you read and your organization will comply with the following policies.

#### Nondiscrimination Policy

*Throughout its policies and procedures, Detroit Mercy Law is committed to the principles of equal educational opportunity for all regardless of race, color, national origin, ancestry, age, sex, sexual orientation, height, weight, marital status, familial status, disability, religion, creed, military service, or political belief.*

#### Remuneration Policy

*Detroit Mercy Law does not post unpaid opportunities with for-profit entities. Postings for unpaid internships or externships for academic credit are limited to non-profit, government, or public interest agencies. Before submitting this form, please confirm your request complies with this policy and the Fair Labor Standards Act.*

### Job Posting Information

#### Employer Information

Organization Name: \_\_\_\_\_

Address: \_\_\_\_\_

#### Contact Information

Judge    Mr.    Ms.    Name: \_\_\_\_\_    Title: \_\_\_\_\_

Email: \_\_\_\_\_    Phone: \_\_\_\_\_

#### Position Information

Position Type:    Student    Recent Graduate (0-1 year of experience)    Alumni (2+ years of experience)

Job Type:    Paid    Unpaid    Salary/Wage (optional): \_\_\_\_\_

Job Title: \_\_\_\_\_

Description:

Requirements:

Deadline to apply: \_\_\_\_\_ (If no deadline is provided, the posting will be active for 30 days.)

*Resumes will be emailed to the contact's email listed on this form, unless otherwise requested below. If additional application materials (writing sample, etc.) are required, please instruct below.*

### On-Campus Interviews (optional)

If you would like us to schedule interviews for you on-campus, please indicate your preferred interview date. We will contact you to confirm arrangements.

Interview Date: \_\_\_\_\_

#### Career Services Office

651 E. Jefferson Ave., Room 121, Detroit, MI 48226  
313-596-0223 | [cso@udmercy.edu](mailto:cso@udmercy.edu)

