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1.0 Other, Office Management CLE Credit – A/V Approval #1041885

Recording Date – November 17, 2016

Recording Availability – June 16, 2017

Meeting Location	Date	Time	Topic
King County Bar Association 1200 Fifth Avenue - Suite 700 Seattle, WA	Thursday, November 17, 2016	12:00 PM to 1:15 PM	Hiring Law Students & New Associates

AGENDA

- 12:00 PM** Introductions/Lunch
- 12:10 PM** Presentation: ‘Hiring Law Students & New Associates’, by Erin Fullner and Kathleen Koch, Seattle University School of Law
- 1:15 PM** Evaluations & Adjourn

SPEAKER BIOGRAPHY:

Erin Fullner, Seattle University School of Law – Erin is Senior Associate Director of the Center for Professional Development (CPD) at Seattle University School of Law. Before joining CPD she was most recently a staff attorney with The Defender Association. Erin's practice experience includes felony trial work, civil mental health commitment defense, and employment class action plaintiff's work. She has been a member of the William L. Dwyer Inn of Court since 2008 and a volunteer with the YMCA Youth & Government Mock Trial Program since 2001. Through Seattle University School of Law, Erin has participated in both the Racial Justice Leadership Institute and Advanced Racial Justice Leadership Institute development programs. She is passionate about education and is currently earning her Doctor of Education in Adult, Post-Secondary, and Higher Education from Seattle University. As Senior Associate Director of CPD, she oversees the law school's judicial clerkship program and provides specialized career advising in the areas of JAG and solo practice. Erin also advises the law school's part-time and joint degree students.

Kathleen Koch, Seattle University School of Law – Kathleen is Assistant Dean for Student Financial Services at Seattle University School of Law, and has been involved in the financial aid profession for

well over twenty years. She has a BA from University of Puget Sound and a MA in Education, specializing in Student Development Administration, from Seattle University.

Kathleen is currently the Washington Financial Aid Association (WFAA) Graduate Professional sector representative and previously has served as WFAA State President, Nominations & Awards Chair, and Vice President for Training. She has been very involved in the regional and national financial aid organizations as well. Kathleen served on Congressman John Sarbanes Education for Public Service Advisory Committee, participated in negotiated rulemaking for the College Cost Reduction and Access Act Student Loans Committee with the Department of Education, and participated as a Washington State Bar Foundation Loan Repayment Assistance Advisory Board member.

HOW DO I EARN CREDIT FOR SELF-STUDY OR AUDIO/VISUAL (A/V) COURSES?

For pre-recorded A/V (self-study) programs, although the sponsor should apply for accreditation, **lawyers need to report the credits earned for taking the course.**

To add an approved course to your roster, follow the procedures below:

- ❖ Go to the "mywsba" website at www.mywsba.org/.
- ❖ Log in.
- ❖ Click on the "Access MCLE" link in the "MCLE Info" box on your home profile page.
- ❖ Click on "Add Activity." Search to find the approved course in our system. (See search suggestions on the screen.)

Adding a Recorded Course

Select Recorded Course from the Add New Activity screen.

This will prompt you to search for the activity in case the activity has already been accredited in the MCLE system.

You can search by Activity ID or by specific Activity Details. For the Activity Details search, you can use keywords for the title, sponsor name and date.

After entering your search criteria and selecting Search at the bottom of the screen, a list of possible activities will be provided.

You can select the correct one by clicking the Activity ID. This will take you to the specific activity. Entered the date(s) on which you began and ending viewing this recorded activity.

Then claim the correct credits for which you attended this activity in the Credits Claimed fields and click the Submit button at the bottom of the page.

You will receive a confirmation message at the top of your screen stating, "The activity has been added to your roster."



Hiring Law Students & New Associates
King County Bar Association: Elder Law Section
November 17, 2016

Presented by Erin Fullner and Kathleen Koch
Seattle University School of Law



Kathleen Koch

Assistant Dean for Student Financial Services

Phone: 206.398.4255

E-mail: kkoch@seattleu.edu

Erin Fullner

Senior Associate Director for Professional Development

Phone: 206.398.4103

E-mail: fullnere@seattleu.edu

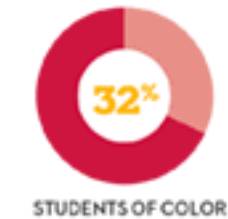
REASONS TO HIRE A LAW STUDENT OR RECENT GRAD

- Our law students receive **extensive practical skills training** as part of their curriculum
- Employing a student legal intern is an excellent opportunity for **mentorship**
- Hiring a student may be **less expensive** than you think
- The Center for Professional Development makes it **easy** to find great candidates
- Our **Spring On-Campus Interviewing Program & Networking Event** is a great way to identify talented students for future need, even if you're not yet ready to commit to hiring

Who Are We?

Seattle University School of Law is the largest and most diverse law school in the Northwest

www.law.seattleu.edu



11% LGBT



STUDENT PROFILE

151 (21%)
PART-TIME STUDENTS

708
TOTAL STUDENT
ENROLLMENT

557 (79%)
FULL-TIME STUDENTS



FACULTY

57 full-time

11.6 to 1 ratio

Our Students Receive Practical Skills Training

- US News & World Report currently ranks Seattle U's Legal Writing Program **first** among all US law schools
 - Our law students are required to take three semesters of Legal Writing, and many elect to take a fourth semester of advanced training
- Seattle U's clinical program is ranked **fourteenth** in the country
 - Fourteen different clinics are available to students, including a Trusts & Estates Clinic and an Indian Trusts & Estates Clinic
- Our part-time program (the only one in the Northwest) is ranked **twenty-third** in the US
- Many of our students are in joint degree programs, such as the JD/MBA program, the JD/Master of Science in Finance, and the JD/Master of Professional Accounting

Seattle U students are able to “hit the ground running”

Our Students Have Access to Practical Course Offerings

- More than **100 different courses** as well as joint degree programs with the *School of Business & Economics*
 - *Client Counseling Courses, Drafting Labs, Finance for Lawyers, Essential Lawyering Skills Courses, Estate Planning, Gift and Estate Tax, Law Practice Planning and Management, Legal Research Skills Courses, Small Firm Business Planning, Trusts and Estates*
- Practicum course
 - Students learn and apply interviewing, issue spotting, focused legal writing, and practice management skills while working with individuals of moderate means seeking legal assistance
 - The first seven weeks of the practicum are devoted to training in substantive law, practical skills, legal ethics, and program procedural matters
 - In the second half of the semester, students interview clients and prepare materials for referrals to attorneys
 - Eight hours of office-hours a week are required

Our Students Participate in Clinics and Externships

- *The Ronald A. Peterson Law Clinic* offers 14 different clinic options
www.law.seattleu.edu/Academics/Law_Clinic.xml
 - Students represent real clients and tackle real legal issues
- Experiential learning through externships
www.law.seattleu.edu/Academics/Externship_Program.xml
 - Over **600 placements** with public agencies and entities, public or private non-profit organizations, and the courts

Students can use 15-20 credits towards this type of experiential learning

Opportunity to Contribute to Education for Justice

We prepare **great** lawyers.

- We seek and support a diverse and distinguished group of students.
- We immerse our students in the legal knowledge, skills, and experiences needed to solve real-world problems.
- We develop leaders who make a difference for their clients and their communities.

Seattle University School of Law - Educating powerful advocates for justice

Seattle U's social justice focus is an asset to you as an employer no matter what your practice focus – our students are service and justice minded

Opportunity for Mentorship

- Upwards of 80% of our alumni practice in the solo or small firm setting
- Our students are particularly eager to experience the small firm environment
- Rewarding opportunity to train and mentor a new or future member of the bar

Work Study is Available

- State Work Study (SWS) is directed by the Washington Student Achievement Council (WSAC)
- Need-based employment program
- Available to Washington residents (RCW 28B.15.012)
- Applies to off-campus, career-related jobs
- Accessible to 2Ls and 3Ls

Work Study Wages

- \$12 - \$25 per hour depending on type of position
- See <http://www.seattle.gov/laborstandards/ordinances/minimum-wage>
- Higher the wage and/or hours worked, faster award diminishes
- Standard pay check – taxes and deductions
- Cannot be a contract employee
- Monetary benefit for employer, lower loan debt and experience in field of study for student

Employer Reimbursement

- Private: 40% of gross wages
- Government: 60%
- Non-profit/community service: 70%

Pay student, turn in timesheet, get reimbursed by WSAC!

How Do I Sign Up for Work Study?

- Email Natasha Murphy at lawfa@seattleu.edu
- Need to complete:
 - SWS contract with WSAC
 - Job Description
 - Firm information
 - Must have vendor number
 - Must renew annually

How Do I Hire a Work Study Student?

- Send a job notice to the law school's Center for Professional Development (CPD)
 - Contact Junsen Ohno at 206.398.4100 or ohnoj@seattleu.edu
- Best to specify the position is SWS preferred
- Student and employer must complete an Employer Referral Agreement (ERA)
- Verify student awarded SWS and amount

Additional SWS Info

- Students awarded \$6500 for academic year, including summer
- May request increase
- May have second employer
- Gross wages deducted from award amount so watch balance
- Maximum 19 hours per week during enrollment
- Maximum 40 hours per week during official breaks or summer, if not enrolled and planning to enroll fall
- No OT, no contracts, no monthly salaries (per hour only)

Timesheets

- Timesheet submitted per time period
- Reflect hours work in tenths or decimals
- FICA (7.65%) and all deductions, signatures, dates
- Mail in (address important) or student drops off
- Returned for errors
- Mailed to WSAC for review
- Reimbursement by WSAC to you!

SWS Contact Info

- Student Financial Services
 - Natasha Murphy, State Work Study Coordinator
 - 206.398.4250
 - lawfa@seattleu.edu
 - <https://law.seattleu.edu/financialservices>
- WSAC
 - Jaclyn Molloy, Program Coordinator
 - 360.753.7848
 - sws@wsac.wa.gov
 - <http://www.wsac.wa.gov/state-work-study>

HOW DO I HIRE A LAW STUDENT OR NEW ASSOCIATE IN GENERAL?

- Post jobs on *Symplicity*, our online job board, <https://law-seattle-csm.symplicity.com/employers/>
 - You can post yourself, or contact CPD’s Office Manager: Junsen Ohno, 206.398.4100 or ohnoj@seattleu.edu
- Highlight opportunities on our blog, <http://sulawcpd.blogspot.com/>
- Fall and Spring On-Campus Interviewing (OCI)
- Resume Collects
- Networking Events
- CPD Newsletters

Fall On-Campus Interviewing



- **60** legal employers participated in Seattle U's OCI program this past fall semester
 - 108 law students were interviewed for summer and permanent positions
- 2Ls apply for summer and school-year positions
- 3Ls apply for school-year and permanent, post-grad positions
- All applications are streamlined through Seattle U's online job board
- There are three sessions available for on campus interviews
 - Session 1 = second week in August
 - Session 2 = third week in August
 - Session 3 = last week of August
- **Some schools charge employers to participate, WE DON'T**
 - You can interview on campus or simply do a resume collect at no charge to your firm

And lunch is on us 😊

Spring On-Campus Interviewing



- Focus on small and mid-sized firms
- 20 legal employers participated in Seattle U's OCI program this past spring semester
 - 125 on-campus interviews were conducted!
- Open to 1Ls, 2Ls, and 3Ls
- Takes place the second week of March
- Includes a reception for those who interview and those who just wish to chat with students in an informal setting

Reaching Graduates

- ***Hot Jobs*** (sent to recent grads every other week)
- Resume Collects (available any time!)
- Symplicity and CPD blog (can often post same day!)
- We're open to other ideas as well

CONTACT CPD ANY TIME

Center for Professional Development

www.law.seattleu.edu/Careers

206.398.4100

- Georgia Woodruff, Director
- Erin Fullner, Senior Associate Director
- Matthew Etter, Associate Director
- Josie Mitchell, Associate Director
- Junsen Ohno, Office Manager
- Steven Reno, Office Assistant

THANK YOU

- Your questions are always welcome, as is your input on ways CPD can improve our process for serving local employers
- Please contact me any time

Erin Fullner, Senior Associate Director
Center for Professional Development
Seattle University School of Law

fullnere@seattleu.edu; 206.398.4103

