



Short-term Assistance Registry

The Moritz Short-term Assistance Registry (STAR) is designed to meet the needs of an employer for temporary and/or part-time assistance, as well as one-time projects. Specifically, STAR provides participating employers with qualified second- and third-year students and recent graduates to hire for assistance with short-term projects.

A clear benefit to the students and recent graduates is real-work, relevant experience. All participants understand that there is no commitment by the employer beyond any individual assignment. The assignment can be for a one-time project under a contractor (versus employment) relationship or within the scope of a part-time (or temporary) employment relationship.

Such projects could include:

- Document review
- Research and writing
- Updating state regulations
- Assisting with writing articles or updating firm newsletters
- Updating firm web site
- Filing court documents

Interested employers are asked to complete an Employer Application and submit the form to Cheri Wiles in the Career Services Office at wiles.65@osu.edu or via fax to (614) 292-6667. The STAR positions will then be posted and employers may select from the pool of interested applicants.

We strongly encourage you to contact Cheri Wiles if you have any questions. We are interested in your questions as well as your input as to how we can make STAR a valuable opportunity for both participating employers and our students. We look forward to hearing from you.

Contact

Cheri Wiles, Career Advisor
Phone: (614) 247-1600
E-mail: wiles.65@osu.edu

Short-term Assistance Registry Employer Application

Please return form to Cheri Wiles at wiles.65@osu.edu or fax to (614) 292-6667.

Employer Name: _____

Address: _____

Contact Name: _____ E-mail: _____

Phone: _____

Description of project(s): _____

Expected duration of project(s): _____

Preferred student level: 2L___ 3L___ 2012 graduate___ No preference ___

Any other selection criteria: _____

Requested application materials: Resume___ Cover Letter___ Writing Sample___ Other___

Deadline to apply: _____

Send materials directly to contact _____ **or collect materials and send at deadline** _____

Pay rate (suggested pay \$10-\$15/hr): _____

Non-discrimination Agreement:

Career Services of the Moritz College of Law are available only to employers who provide equal employment opportunities for all, in compliance with the policy of The Ohio State University, regardless of sex, age, race, color, creed, religion, national or ethnic origin, disability, sexual orientation, gender identity or expression, Vietnam-era or other veteran status, except as mandated by pertinent legal requirements. If your organization agrees to abide by this policy, please have a professional member of your organization sign below. Failure to sign will eliminate your organization from using the services of the Office of Career Services.

Signature: _____ Title: _____