JOB DESCRIPTION

Law Fellow

Definition of Class
This is an entry-level, temporary one year assignment that may be extended for a maximum of two years, at the discretion of the department. During this assignment, a Juris Doctor Degree graduate is given an opportunity to acquire experience and skills in a particular area of law. The incumbent reports to the Director of the department.

Examples of Work Performed
Conducts legal research, writes articles, and prepares white papers and other materials, as required.

Develops and presents legal information at judicial, prosecutor and/or police conferences, as assigned.

Assists the director with planning for conferences hosted by the department.

Prepares web based, and other technology based instructional and informational materials.

Performs similar or related duties as assigned or required.

Essential Functions
These essential functions include, but are not limited to, the following. Additional essential functions may be identified and included by the hiring Department.

1. Performs career specific duties, in a particular area of law, under the direct supervision of an assigned mentor.

Minimum Qualifications
These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to The University of Mississippi's Department of Human Resources in writing, identifying the related education and experience which demonstrates the candidate’s ability to perform all essential functions of the position.

Physical Requirements:
These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements.

Physical Exertion: The incumbent may be required to lift up to approximately 20 pounds.

Vision: Requirements of this job include close vision.

Speaking/Hearing: Ability to give and receive information through speaking and listening.
Motor Coordination: While performing the duties of this job, the incumbent is frequently required to talk and hear. The incumbent is periodically required to stand; sit; and use hands to finger, handle or feel objects, tools or controls. The incumbent is occasionally required to walk and reach with hands and arms.

Experience/Educational Requirements:

Education:
Juris Doctor Degree from a law school accredited by the American Bar Association.

Experience:
None

Interview Requirements
Any candidate who is called for an interview must notify the Department of Human Resources in writing of any reasonable accommodation needed prior to the date of the interview.

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Disclaimer: Acceptance into this fellowship program does not in any way constitute a promise for or guarantee of continued employment with the University upon completion of the program.

The University of Mississippi is an EOE/AA/Minorities/Females/Vet/Disability/Sexual Orientation/Gender Identity/Title VI/Title VII/Title IX/504/ADA/ADEA employer.

The University complies with all applicable laws regarding equal opportunity and affirmative action and does not unlawfully discriminate against any employee or applicant for employment based upon race, color, gender, sex, sexual orientation, gender identity or expression, religion, national origin, age, disability, veteran status, or genetic information. The University of Mississippi is an "at will" employer. This job description does not constitute an employment contract or negate "at will" employment.