

Fairleigh Dickinson University – Paralegal Studies Program

Job Posting Request

Please complete the information below, attach additional sheets if needed, and fax to (732) 542-0972, Attention: Job Posting or email to paralegal@fd.edu. If you have any questions, please contact Carolyn Gulotta at (732) 542-2498 or email cgulotta@fd.edu.

All job postings will be placed on our website at <http://paralegal.fdu.edu>.

Please note: Job Postings will remain valid for a period of 45 days. After 45 days the posting will be deleted from the website. Please contact our office if you would like to extend the duration of your posting and/or if the job has been filled.

Date: _____

Full Time Part Time Intern Hours: _____

Is this a temporary position? Yes No

Are you seeking a Graduate or Current Student: _____

Area(s) of Law that individual will be involved in? _____

Salary range: _____ or Hourly rate: _____

Requirements or special skills: (ex: Bilingual in Spanish or 2 yrs. of experience)

Contact Information

Name of individual whom resumes should be sent to: _____

Firm or corporation name: _____

Address: _____

City, State, Zip Code: _____

Telephone: _____ Fax: _____

Email: _____

How would you like to be contacted: Fax Email Mail