

**Stanford Law School
Immigrants' Rights Clinic
Program Fellow**

The Immigrants' Rights Clinic (IRC) of the Mills Legal Clinic at Stanford Law School has an immediate opening for a Program Fellow. The purpose of this new Fellowship is to support the expansion of the IRC's capacity to respond to the urgent needs of the immigrant community—including members of the Stanford community—in light of recent developments, including the executive actions undertaken by the Trump administration. A successful candidate will need to have significant legal training, either as a J.D. or as a professional paralegal. This is a one-year, fixed term position, with the possibility of a second year, dependent on need and budget.

The Program Fellow will divide his/her time between programmatic and administrative support for the work of the IRC. It is anticipated that approximately 50% of the role involves substantive immigrants' rights research and programming, such as legal research and tracking nationwide litigation developments. The other half of the Fellow's time will be spent providing administrative support to IRC operations. This support will range from preparing court and federal agency filings, maintaining and updating the IRC website, and processing financial transactions in the university's system. The Program Fellow will work in collaboration with two Clinical Supervising Attorneys and report to Professor Jayashri Srikantiah, director of the IRC with appropriate reporting to the clinic's Associate Director.

Mills Legal Clinic fellowship attorneys are part of the intellectual community within the clinical program, Stanford Law School, and Stanford University at large. The Program Fellow will be invited to attend, time and workload permitting, weekly faculty workshops at which scholars from Stanford and throughout the world present research and works in progress. The Law School also provides resources for its lawyers to participate in continuing education and other professional development activities.

The IRC is one of ten clinics comprising the Mills Legal Clinic, which occupies an entire floor in an award-winning central campus building opened in summer 2011. The Stanford clinical program is distinctive in that students participate in a clinic on a full-time basis; the clinic is the only course a student takes during the term of enrollment. The IRC engages in litigation and other advocacy strategies to advance the rights and interests of immigrant individuals and communities.

POSITION REQUIREMENTS

Applicants must have:

- Bachelor's degree (J.D. strongly preferred)
- Demonstrated commitment to working on immigration or other civil rights issues
- Experience with federal court litigation and filings
- Strong academic credentials, multi-tasking abilities, and research skills
- Working familiarity with various legal databases and software programs, such as Westlaw/Lexis and PACER
- Experience with website design/editing strongly preferred
- Excellent teamwork skills

- Experience working with diverse immigrant communities (Spanish language capability preferred)
- Excellent work ethic and adaptability
- Ability to excel in fast-paced, high-stakes environment

The salary is based on a formula that is competitive with similar positions.

Applicants should submit resumes through <http://stanfordcareers.stanford.edu>, referencing job number 74193. Applications will be considered on a rolling basis until the position is filled. Direct link to apply: <https://stanfordcareers.stanford.edu/job-search?jobId=74193>. In addition, applicants should send the following materials to the addresses below:

- statement of interest describing prior experience in immigration law and policy
- a resume
- a writing sample
- a complete law school transcript (if applicable)
- a list of at least three professional references

Applicants should send the materials electronically to Judy Gielniak, Associate Director of the Mills Legal Clinic, at jgielniak@law.stanford.edu. Hard copies should be sent to:

Jayashri Srikantiah
Professor of Law
Director, Immigrants' Rights Clinic
Stanford Law School
Crown Quadrangle
559 Nathan Abbott Way
Stanford, CA 94305-8610

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