



Immigrant  
Legal Services  
Center

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*UC Immigrant Legal Services Center Fellowship Applications Are Now Open!*

**The UC Immigrant Legal Services Center is pleased to announce that it is now accepting applications for its Post-Bar Immigration Law Fellowship.**

THE FELLOWSHIP:

The University of California Immigrant Legal Services Center seeks a recent law graduate to join as a Post-Bar Immigration Law Fellow, starting as early as October 2018. The fellow will work together with the UC Immigrant Legal Services Center's Managing Attorneys and staff to serve the UC system's undocumented and immigrant student population, as well as their family members. This is a one-year fellowship position with the possibility of an extension to two years.

The UC Immigrant Legal Services Center serves the immigration-related legal needs of undocumented and immigrant students in the University of California system. The Center also assists family members of UC students. Headquartered out of UC Davis School of Law, the groundbreaking program reaches out to students at UC campuses to provide, free of charge, the legal assistance they and their families need in order to achieve their educational goals and reach their full potential.

This is a full-time, exempt position that reports to the Managing Attorney based at the UC Immigrant Legal Services Center at UC Davis School of Law and focuses on supporting delivery of legal services to UC students and their immediate family members. The fellowship lasts 12 months (with a possibility of renewal for a second year) and comes with a salary competitive with other nonprofit fellowships, as well as benefits.

JOB SUMMARY:

Work with UC Immigrant Legal Services Center staff to directly provide legal services to UC students and their immediate family members. Fellow will be assigned to one or more UC campuses. Assist clients and potential clients in navigating the immigration system. Perform review and analysis on research immigration issues. Conduct "Know Your Rights" and other informational presentations. Through their case load and direct legal services provision, the fellow will be exposed to general immigration issues including: affirmative family-based immigration relief, U-Visa, VAWA, adjustment of status, DACA, naturalization, and others. The fellow may be asked to assist in reporting, data collection, and other tasks.

## JOB SCOPE:

The Fellowship permits Fellows to spend one year (with the possibility of renewal for a second year) in residence at the University of California Immigrant Legal Services Center working directly to serve, through direct legal services (including complex immigration matters) and education, the immigration needs of UC students and their families.

## ESSENTIAL RESPONSIBILITIES:

### *RESEARCH, ANALYSIS AND LEGAL REPRESENTATION*

Perform intakes, conduct research, file applications with USCIS and other immigration agencies, draft FOIA requests, and other immigration related research and writing. Direct representation of clients before USCIS, California State courts, and EOIR (currently limited to bond). Many of the situations will be sensitive and all work performed will be highly confidential. The Fellow will be asked to participate in weekly meetings with Center legal staff to discuss pending cases and other Center matters.

## PHYSICAL DEMANDS:

- Work at a computer for extended periods of time.

## WORK ENVIRONMENT:

- The position will be based at UC Davis School of Law.
- Work flexible schedule including evenings and weekends.
- Position may entail travel to other UC campuses or elsewhere.
- UC Davis is a smoke and tobacco free campus effective January 1, 2014. Smoking, the use of smokeless tobacco products, and the use of unregulated nicotine products (e-cigarettes) will be strictly prohibited on any UC Davis owned or leased property, indoors and outdoors, including parking lots and residential space.

## BACKGROUND CHECK REQUIRED:

This position is a critical position and subject to a background check. Employment is contingent upon successful completion of background investigation including criminal history and identity checks.

## QUALIFICATIONS:

### *Minimum Qualifications:*

- J.D. degree. Recent law graduates are encouraged to apply.
- Familiarity with immigration law.
- Experience working with low-income communities and immigrants.
- Skills to write clearly, logically, and precisely to draft and create and legal documents.

- Knowledge of legal and non-legal electronic data bases to sufficiently support preparation of complex documents.
- Communications skills to work closely with Center Staff, program participants and staff and counsel at ICE and USCIS.
- Ability and desire to work as part of a team.
- Skills to solicit pertinent information, research multiple sources and distill large amounts of information.
- Organized, independent, and flexible.
- Verbal and written communication skills to state ideas clearly and concisely.
- Experience writing complex documents including editing and proofreading documents with close attention to details.
- Valid driver's license (vehicle not required).

*Preferred Qualifications:*

- Member of the California bar, or be in the process of joining the California bar.
- Immigration law clinic experience.
- Experience as a UC student or employee.
- Fluency in Spanish.

**APPLICATION REQUIREMENTS:**

***In order to be considered for a fellowship please submit the following application materials via the UC Davis website ([www.employment.ucdavis.edu/applicants/Central?quickFind=80868](http://www.employment.ucdavis.edu/applicants/Central?quickFind=80868)) by 11:59 p.m. on October 30, 2018.*** Please include the following information:

- (1) Cover Letter
- (2) Resume
- (3) Writing Sample
- (4) A List of at Least Two References

**Review Process**

Applicants selected for an interview will be notified via email no later than November 2018.