

MERCER UNIVERSITY SCHOOL OF LAW  
OFFICE OF CAREER SERVICES  
1021 Georgia Avenue  
Macon, Georgia 31207  
Phone: (478) 301-2615 / Fax: (478) 301-2287

**JOB POSTING FORM**

Job # \_\_\_\_\_

Firm Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State: \_\_\_\_\_ Zip: \_\_\_\_\_

Contact Person: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Web Site: \_\_\_\_\_

Firm Specialty: \_\_\_\_\_

Position For: 1L\* \_\_\_\_\_ 2L \_\_\_\_\_ 3L \_\_\_\_\_ Alumni \_\_\_\_\_  
(\*1Ls cannot submit resumes until after 12/1 of their first year)

Position Title: Associate \_\_\_\_\_ Clerk \_\_\_\_\_ Intern/Volunteer \_\_\_\_\_

Other (please specify): \_\_\_\_\_

Position Is: Summer \_\_\_\_\_ Part-Time \_\_\_\_\_ Permanent \_\_\_\_\_

Requirements: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Job Duties: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Salary: \_\_\_\_\_

Include: Resume \_\_\_\_\_ Cover Letter \_\_\_\_\_ Transcripts \_\_\_\_\_

Writing Sample \_\_\_\_\_ References \_\_\_\_\_

Resume Deadline: \_\_\_\_\_

\_\_\_\_\_ Submit information directly to employer.

\_\_\_\_\_ Career Services Office to collect resumes for forwarding to employer\*.  
(\* This service is available for current students only, not alumni)

Mercer University School of Law is committed to a policy against discrimination in employment based on race, color, religion, sex, sexual orientation, national origin, age, disability or veteran status. The services of this office are available only to those employers whose practices are consistent with this policy.