

For Office Use Only:

University of California, San Diego  
Student Legal Services



**MARKETING INTERNSHIP APPLICATION**

*Empower students through counselling and education*

**Application Materials**

For your application to be considered, Student Legal Services requires that you provide:

- A **cover letter**
- Your **resume**
- Names of **two professional references** with their contact information
- Written response to a prompt (See Information Sheet)
- This completed **Application** including **Applicant Declaration** (see below)

**Internship Application Form**

<b>Date:</b>		<b>Position Title:</b>	Marketing Internship			
<b>First name:</b>		<b>Last name:</b>		<b>Nick name:</b>		
<b>Address:</b>					<b>Zip Code:</b>	
<b>Phone:</b>	Home:		Work:		Mobile:	
<b>Email:</b>						
<b>College:</b>						
<b>Class Year for 2019-20 School Year:</b>						
<b>Where did you see this job advertised?</b>						
<b>Please check <input checked="" type="checkbox"/> appropriate box:</b>	<input type="checkbox"/> I can provide proof of registration as a UCSD student <input type="checkbox"/> I have previously volunteered at Student Legal Services <input type="checkbox"/> I can provide evidence of my qualifications					

**Application Declaration**

I understand that, if my application for an unpaid internship at Student Legal Services is successful and I am installed as a volunteer in the position for which I have applied or in any other such position, the offering of an internship to me will be expressly on the basis of the information that I have provided in relation to my application. I certify that all the assertions on my application and resume are true and correct in every detail. I understand that any incorrect statement in my application or interview on any matter relevant to my internship, including (but not restricted to) my qualifications, experience, ability, or personal integrity, may result in my dismissal.

<b>Signed:</b>		
<b>Print Name:</b>		<b>Date:</b>

**Address Applications To**

Student Legal Services Attn: Mary Anan, Esq. University of California, San Diego 9500 Gilman Drive, MC 0034 La Jolla, CA 92093-0034	
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## Student Legal Services Undergraduate Marketing and Outreach Internship Information Sheet

Overview of the position: This is an unpaid internship in UC San Diego Student Legal Services (SLS) that will provide an undergraduate student with an opportunity to gain marketing and outreach experience.

Tasks: Work with SLS staff to develop and implement quarterly marketing plans. Identify on-campus opportunities for advertising and outreach. Market preventive legal education programs to the campus community. Participate in various outreach projects.

Time commitment: The intern will be expected to volunteer at least four hours per week, to participate in the Discover the Law program during Winter 2019, and to attend one staff meeting per month. The internship begins September 2019 and will end March 2020. Interns will have the option of continuing in the internship through May 2020.

Qualifications: To be eligible, applicants must be currently registered at UC San Diego with a class standing of sophomore or higher as of Fall 2019. Applicants do NOT need to be considering a career related to law. Applicants for the marketing and outreach internship should have an interest in helping connect students with on-campus resources. Students from all majors are welcome to apply. Interns must have strong written and oral communication skills.

Training required: Interns will participate in a group orientation. SLS staff members will provide ongoing training.

Purpose/benefits: SLS provides currently-registered UC San Diego students with free and confidential counseling, education, and referrals on all types of legal matters. Interns benefit SLS by supporting the empowerment of fellow students and improving access to SLS services.

Benefits to the intern: This internship provides the opportunity for students to gain valuable marketing and outreach experience without having to leave campus!

Application process: Please submit an application (available on our website), cover letter, résumé, and the names and contact information for two professional references to SLS. Please also review the information about the Discover the Law program on our website, <http://sls.ucsd.edu>, and respond to the following question in writing (please limit responses to no more than one page):

***What are the benefits of participating in a preventive legal education program like "Discover the Law"?***

Selected applicants will be invited for an interview. *All application materials must be received at the same time and no later than **Friday, May 24, 2019 at 4pm.***

To mail your application, please mail it to:

UC San Diego Student Legal Services  
Attn: Mary Anan, Esq.  
9500 Gilman Drive, MC #0034  
La Jolla, CA 92093-0034

Or hand-deliver it to:

Student Services Center, Fifth Floor, Room 527  
Attn: Mary Anan, Esq.