

WEST VIRGINIA

(NL) POSITION: Attorney

LOCATION: Huntington, WV

REQUIREMENTS: 5 or more years of experience. Strong research and writing skills are required.

DEADLINE: Not listed.

SALARY: Salary commensurate with experience.

APPLICATION: Letters and resumes may be sent directly to Jennifer Powell via email at jennifer.powell@mail.wvu.edu.

(NL) POSITION: Attorney

LOCATION: Parkersburg, WV

REQUIREMENTS: Immediate opening for an attorney with Legal Aid of West Virginia's Parkersburg office. This is a great opportunity to improve your community and your quality of life at the same time.

DEADLINE: July 31, 2009.

SALARY: Not listed.

APPLICATION: Please send resume and salary requirements via fax (304-428-6741) or email to cadams@lawv.net.

(NL) POSITION: Attorney

LOCATION: Charleston, WV

REQUIREMENTS: Five years litigation experience and a strong academic record to join our team of qualified lawyers.

DEADLINE: Not listed.

SALARY: Top salary commensurate with experience.

APPLICATION: Please send resume to: Stephanie D. Thacker Allen Guthrie & Thomas, PLLC 500 Lee St., E., Suite 800 Charleston, WV 25301 or sdthacker@agmtlaw.com. Learn more about us at www.agmtlaw.com.

(NL) POSITION: Attorney

LOCATION: Charleston, WV

REQUIREMENTS: Attorney Position Prominent Charleston law firm seeks an associate who desires a future in plaintiff's personal injury litigation prefer candidates with 5 or more years litigation experience and a strong academic record.

DEADLINE: Not listed.

SALARY: Salary commensurate with experience.

APPLICATION: Please send resume with salary requirements to: Attorney Position, PO Box 113, Charleston WV 25321

(NL) POSITION: Litigation Attorney

LOCATION: WV

REQUIREMENTS: Associate must have strong writing skills, high academic achievement from ABA accredited school and current WV bar.

DEADLINE: Not listed.

SALARY: Competitive salary and benefits package offered.

APPLICATION: Please email resumes to: job+5249@cnpapers.com.

(NL) POSITION: Collections Paralegal

LOCATION: Morgantown, WV

REQUIREMENTS: The successful candidate will possess a Bachelor's Degree or significant experience as a Paralegal working in a law office or healthcare environment. Knowledge of healthcare reimbursement systems, state and federal collections processes, and collection experience is desired.

RESPONSIBILITIES: Collections Paralegal West Virginia University Hospitals has an exciting career opportunity for a Collections Paralegal who will provide Paralegal services to the WVUHS Associate Collections Counsel and the General Counsel for West Virginia United Health System, Inc. and its member hospitals. Paralegal interprets and applies financial policies to make appropriate financial decisions and payment arrangements to ensure the financial viability of WVUHS and its entities.

DEADLINE: Not listed.

SALARY: WVUH offers competitive salary and outstanding benefits package for part-time and full-time employees.

APPLICATION: For more information call 1-800-453-5708 or visit us on the web to apply online and view a complete list of job opportunities at www.wvuh.com.

(NL) POSITION: Legal Assistant

LOCATION: Morgantown, WV

REQUIREMENTS: Pullin, Fowler, Flanagan, Brown & Poe, PLLC is a growing insurance defense firm seeking an experienced Legal Assistant. Candidates should have two years experience.

DEADLINE: Not listed.

SALARY: Excellent benefits package, salary commensurate with experience level.

APPLICATION: Please send resumes to: Pullin, Fowler, Flanagan, Brown & Poe, PLLC ATTN: Karen Mann James Mark Building 901 Quarrier Street Charleston, WV 25301 or email your resume to: kmann@pffwv.com.

(NL) POSITION: Extension Specialist

LOCATION: Morgantown, WV

REQUIREMENTS: Master's degree required, earned doctorate preferred, in industrial relations, social science, law, or related fields. Evidence of successful labor education and/or union experience is necessary.

DEADLINE: Not listed.

SALARY: Screening will begin August 1, 2009 and continue until the position is filled.

APPLICATION: For a complete position announcement and application process, visit our web-site at <http://www.wvu.edu/~exten/>.

(NL) POSITION: Records Management Specialists

LOCATION: Morgantown, WV

REQUIREMENTS: Position requires BA/BS or equivalent and 5 years of experience managing records.

RESPONSIBILITIES: We're currently seeking Records Management Specialists to processes records through all phases of the information life-cycle. Identifies and retrieves records to support requests including Freedom of Information Act (FOIA), Privacy Act (PA), Energy Employees Occupational Illness Compensation Program Act (EEOICPA), and litigation requests.

DEADLINE: Not listed.

SALARY: Source One offers a full wage and benefits package including Medical, Dental, Vision, Time Off with Pay, 401(k) plan, and Tuition Reimbursement.

APPLICATION: For details and to submit your resume visit www.sourceone.com select "Job Openings."

(NL) POSITION: Contract Administrator (EGG37915)

LOCATION: Morgantown, WV

REQUIREMENTS: BS in Business Administration or related field and 3 years experience in field of government or commercial contracts/procurement to review and process procurement requisitions for prime contractor and subcontractors, monitor and track compliance, and research/analyze, coordinate/maintain procurement documents and files and provide customer service to internal and external customers. All positions require strong written/verbal communication/organizational skills, analytical and problem solving skills, customer service skills, and the ability to work in a fast pace, deadline oriented, team environment. Prior experience working in a government contracting environment a plus.

RESPONSIBILITIES: To support various government and commercial contracts in the area of accounting and procurement.

DEADLINE: Not listed.

SALARY: Not listed.

APPLICATION: For immediate consideration, view full postings and apply online at www.egginc.com under designated requisition number. Direct inquiries to Barbara Good (304)225-5116.

(NL) POSITION: Document Review Contract Attorney

LOCATION: Wheeling, WV

REQUIREMENTS: Previous document review experience and PA, OH or WV bar admission is preferred, but not required. Candidates must be available to work at least 40 hours per week (flexible work schedule available).

DEADLINE: Not listed.

SALARY: Not listed.

APPLICATION: Please submit your resume in Word format to susan.parrett@denovolegal.com. Interviews will be conducted in Wheeling, WV.

(NL) POSITION: Pro Bono Fellowship (Job 197903)

LOCATION: Wheeling, WV

REQUIREMENTS: High academic achievement and professional accomplishment. Served a judicial clerkship or has been actively working in the field of public interest law

preferred; though qualified third-year law students will be strongly considered. Admitted to the Bar of New York, Washington DC, or California, but not required. Superb organizational, interpersonal, and communication skills. Familiarity with legal and nonprofit communities. Ability to handle multiple projects. Professional demeanor. Capacity to think strategically and execute plans in a timely basis. Familiarity with database use and maintenance. Basic knowledge of legal Pro Bono community in and around the cities where we work, including the various players and roles, as well as the legal concepts and issues. Responds promptly to attorney and/or staff needs and solicits feedback to improve service; meets commitments. Strives to continuously build knowledge and skills (professional and computer); shares expertise with others. Knowledge of spreadsheet software, word processing software, PowerPoint, and Microsoft Office required.

RESPONSIBILITIES: The Pro Bono Fellow will be a critical member of Orrick's dynamic Pro Bono Department. In addition to working approximately 50% on one or two legal issues identified by the Pro Bono Fellow and in developing projects for Orrick attorneys in the U.S., he or she will work closely with the Pro Bono Counsel to manage the firm's entire Pro Bono Department. This is a full-time position and will include duties relating to all of Orrick's offices around the world. The Orrick Fellow will be expected to choose an area of law to devote the majority of his or her practice to, working with, among others, the firm's pro bono counsel. In addition, the Orrick Fellow will be expected to support the Pro Bono Counsel with administrative tasks relating to the firm's pro bono program.

DEADLINE: Not listed.

SALARY: Orrick offers a friendly work environment, competitive salary, and excellent benefits.

APPLICATION: Please send the following to jobs@orrick.com: cover letter along with salary expectations and what area of law you plan to focus on, resume, law school transcript and a writing sample. Please visit www.orrick.com for more information about the firm. No phone calls please. The Fellow will work between September 15, 2009 and August 31, 2010, and with the possibility of continuing on as a regular, full-time basis if circumstances are right.

(NL) POSITION: Grants Administrator

LOCATION: Wheeling, WV

REQUIREMENTS: Bachelor's Degree in Accounting and three plus years related experience or equivalent combination of education and experience. Applicants must demonstrate strong interpersonal skills, motivational skills, be achievement oriented, and have the ability to meet deadlines.

RESPONSIBILITIES: Assists the Sponsored Programs area to oversee the implementation of and compliance with sponsored project policies as required by Federal law and regulation. Offers assistance in interpreting applicable Federal regulations and other sponsors' terms and conditions as they apply to carrying out and administering particular sponsored projects. Assists the WJU community involved in the application for sponsored projects providing guidance in proposal submission procedures and proper application of salary, fringe, indirect rates and other related costs. Serves as the Authorized Organization Representative for WJU, with authority to sign grant

applications and the required certifications and/or assurances necessary to fulfill the requirements of the application process as directed by the Vice President of Business and Finance. Prepares the annual forecast for all sponsored projects. Enhances and oversees financial and sub/contract initiatives, procurement services, and related project financial reports. Reviews proposal pricing. Filing of all pertinent documents/reports as required by grant/contract including required Sf270's & Sf272's. Other duties as assigned. Maintains compliance and reporting to the necessary agencies to adhere to grant, regulatory, and University policies and procedures. This position will also be responsible for managing and maintaining the project ledger. This person will also prepare and perform analytical analysis of financial information needed for the Sponsored programs.

DEADLINE: Open until filled.

SALARY: Not listed.

APPLICATION: Please apply to: Human Resources, Wheeling Jesuit University, 316 Washington Avenue, Wheeling, WV 26003, Fax: 304-243-8170, Online App. Form: <http://www.wju.edu/about/employment>, Email Address: mrose@wju.edu.

DISTRICT OF COLUMBIA

(NL) POSITION: Domestic Violence Staff Attorney

LOCATION: Washington, DC

REQUIREMENTS: J.D. required; 2-3 years of legal practice with experience in class action litigation, domestic violence and policy preferred; Excellent legal and analytical research and writing skills, strong oral communication skills, and interest in public speaking and training essential; Ability to work both as a self-starter and in a team required; Demonstrated commitment to working on behalf of survivors of domestic violence required; Demonstrated commitment to ending homelessness, expanding housing rights, promoting economic justice, working in poverty law, international human rights, or related issues required; Willingness to an interest in working with variety of stakeholders required, including pro bono law firms, legislators and staff, agency officials and staff, housing and tenants' rights advocates, housing providers, advocates working against homelessness, poverty lawyers, and advocates and lawyers working against domestic and sexual violence; Background and interest in working in nonprofit advocacy organization helpful; Program management or program development experience helpful.

RESPONSIBILITIES: Manage NLCHP Domestic Violence Program, including being primarily responsible for shaping, prioritizing and implementing program goals and activities; Play leading national role in housing rights advocacy for survivors of violence against women by working to ensure effective passage and implementation of, and compliance with, national, state, and local laws and legislation addressing housing rights and funding for survivors; Serve as voice for homeless and low-income survivors and their housing legal rights in context; Work closely with coalitions with other national, state, and local advocates working to end domestic and sexual violence and working to end homelessness. Develop, update, and assess need for outreach materials and publications for variety of audiences and contexts; conduct trainings, presentations, and outreach for variety of audiences; Respond to requests for technical assistance from legal services lawyers and other advocates around the country working on both housing and domestic violence issues; Expand and moderate program e-mail list of domestic violence

and housing advocates; Investigate and undertake impact litigation to assist survivors using housing law strategies; Work in conjunction with local D.C. organizations to implement the local housing law to protect survivors and to ensure that survivors can access housing and benefits; develop similar partnerships elsewhere. Assist in grant reporting and overall organizational strategic planning, serving as primary reporter and planner for Domestic Violence Program; Develop and oversee law firm pro bono projects relevant to Domestic Violence Program; Advocate to make Head Start Program and protections of IDEA Act more accessible and beneficial to homeless families; Assist in hiring and supervising semester and summer law student interns.

DEADLINE: Not listed.

SALARY: Commensurate with experience.

APPLICATION: Please send cover letter, resume, and short legal writing sample (e-mail preferred) to: Vibha Bhatia, Director of Operations, National Law Center on Homelessness & Poverty, 1411 K Street, N.W., Suite 1400, Washington, DC 20005, Attn: Domestic Violence Staff Attorney, E-mail vbhatia@nlchp.org, Fax 202-628-2737, No phone calls, please.

OHIO

(NL) POSITION: Director of Admissions (Job 8643)

LOCATION: Cleveland, OH

REQUIREMENTS: Five years of related work experience. Direct admissions, recruitment or other student services experience highly desirable. Bachelor's degree required. J.D. or relevant Master's Degree is highly recommended. Ability to maintain confidentiality and trust in handling applicant records, confidential memoranda, and personal interactions; Superior interpersonal, team building and organizational skills; Demonstrated ability to prioritize
Proven ability to negotiate with individuals at all levels in the organization; Excellent organizational skills; Professional business manner; Extensive seasonal travel is required; Ability to work beyond standard business hours to attend events and functions as needed. Computer proficiency (including Microsoft Office) and ability to learn new programs. Database management, including PeopleSoft and ACES2, experience a plus.

RESPONSIBILITIES: The Director of Admissions at the School of Law serves as a senior admissions officer for the school and is responsible for the day-to-day internal operations of the Admissions Office. This position reports to the Assistant Dean of Admissions.

DEADLINE: Not listed.

SALARY: Minimum annual salary is \$43,446.

APPLICATION: Please email your resume and cover letter referencing the above job number and title to ddsearch@case.edu. Elaine B. Greaves, Esq., Assistant Dean of Admissions, Case Western Reserve University School of Law, 11075 East Boulevard Cleveland, OH 44106-7148, Phone 216-368-3600, Toll Free 800-756-0036, Fax 216-368-1042.

PENNSYLVANIA

(NL) POSITION: Real Estate Associate

LOCATION: Washington, PA

REQUIREMENTS: Washington, Pennsylvania law firm seeking associate for real estate department for a 17 attorney law firm. Prefer PA licensed attorney with 1-3 years experience. Title examination/closing experience also strongly preferred.

DEADLINE: Not listed.

SALARY: Not listed.

APPLICATION: Send cover letter, resume, transcript, and current writing sample to: Peacock, Keller & Ecker, LLP, Contact: David R. Huggins, Office Administrator, 70 East Beau Street, Washington PA 15301, Fax: (724) 222-3318, Mail To: david.huggins@peacockkeller.com, Web: <http://www.peacockkeller.com>.

VIRGINIA

(NL) POSITION: Director of Admissions

LOCATION: Charlottesville, VA

REQUIREMENTS: J.D. from an ABA-accredited law school required. At least three years of legal or higher education experience required. The candidate must have superior oral and written communication skills; strong organizational skills and attention to detail; and a strong customer-service orientation. Knowledge of ACES2 and facility with Microsoft Excel preferred.

RESPONSIBILITIES: The Director of Admissions will counsel prospective students and recruit admitted students during all phases of the admissions cycle whether by phone, email, or in-person visits at the Law School or off-site. S/he will evaluate applications and make admissions recommendations to the Senior Assistant Dean for Admissions and Financial Aid, ensuring timely turnaround of admissions recommendations. The Director of Admissions will organize on-grounds events such as tours, class visits, admissions information sessions, and Admitted Students Days. The Director of Admissions will also collect and analyze data for creation of admissions reports.

DEADLINE: Review of applications will begin on August 6, 2009; however, the position will remain open until filled.

SALARY: Salary commensurate with experience and qualifications.

APPLICATION: Apply on-line at <http://jobs.virginia.edu> (Posting Number 0604061). Include a cover letter, a resume, and the names of three references.

(NL) POSITION: Staff Attorney

LOCATION: Fredericksburg, VA

REQUIREMENTS: VSB admission and computer/word processing skills required; family, immigration, and civil poverty law experience preferred.

RESPONSIBILITIES: Bilingual staff attorney will primarily represent Spanish-speaking and other non-English-speaking low-income residents in a busy legal aid office serving the Fredericksburg, VA area, with an emphasis in the new practice areas of

immigration and refugee law as well as in the traditional civil practice areas of family/domestic violence, housing, consumer, employment, and public benefits law. This is a challenging position requiring high motivation and commitment. Includes supervision of bilingual/bicultural paralegal. Fluency in Spanish and English required and bicultural background preferred.

DEADLINE: Position open until filled, but early applications encouraged with preferred starting date of August 10, 2009.

SALARY: Salary DOE with full benefits.

APPLICATION: Please submit bilingual letter of interest, resume, transcript, 3 references and writing sample to William L. Botts, III, c/o Rappahannock Legal Services, 618 Kenmore Avenue, Suite 1-A, Fredericksburg, VA 22401 or fax to 540-371-1114 or email bbotts@rapplegal.com.