

Staff Attorney Fellowship (SAF) Program: A Talent Pipeline for Firms with Hiring Needs



INFORMATION FOR GRADUATES

What is the Staff Attorney Fellowship (SAF) Program?

- SAF connects firms who do not typically recruit entry-level associates with USD Law recent graduates who are ready to work and launch their careers.
- The fellowship is a full-time staff attorney position, which is expected to last for one year (or more).
- Employers are encouraged to provide meaningful work that contributes to your training and experience while also supporting your professional development through trainings and networking opportunities.
- Employers determine the timing and compensation with a suggested salary range typical for a post-graduate fellowship or a small firm entry-level position.
- After the one-year term, employers may choose to extend the SAF, hire the SAF as a permanent associate, or assist the SAF in making professional connections for a lateral move.

Why apply for a SAF Position?

- **SAF helps YOU advance.** Employers provide mentoring and training for their SAF. The SAF program can launch careers, allowing you to gain experience and become marketable for a lateral move.
- **SAF provides value to graduates and firms.** It's an attractive solution for firms unable to hire associates but who have a need for legal help.
- **SAF is convenient and strategic.** The hiring process is streamlined. OCPD collects your materials in a resume book and sends them to participating firms. Being a SAF can also be a strategic "trial" or extended try-out of a firm or practice area in which you can gain valuable experience in your first year out of law school.
- **SAF helps builds your professional experience.** Starting as a SAF positively affects your professional experience while also allowing the law school to assist you with post-graduate employment.

What is the hiring process?

- Provide OCPD with your resume, writing sample, and unofficial transcript through the SAF job posting on #HireUSDLaw.
- Email Marti Worms at mworms@sandiego.edu with answers to the following questions:
 - Are you willing to work in Orange County and/or Los Angeles?
 - List the areas of law you DO NOT want to practice.
- Depending on your preferences, we will send your materials to employers for consideration.
- You interview directly with the firms.

Already working as a Post-Graduate Clerk and Want to Pitch SAF to your Employer?

- Contact Alumni Advisor, Marti Worms, for more information on how to talk to your employer about converting your clerk position to a SAF position.

If you have any questions, or wish to get started, please contact _____.

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INFORMATION FOR EMPLOYERS

What is the Staff Attorney Fellowship (SAF) Program?

- SAF connects firms who do not typically recruit entry-level associates with USD Law recent graduates who are ready to work and launch their careers.
- The fellowship is a full-time staff attorney position, which is expected to last for one year (or more).
- Employers determine the timing and compensation. The Office of Career & Professional Development (OCPD) can provide a suggested salary range typical for a post-graduate fellowship or a small firm entry-level position.

Why hire through SAF?

- **SAF provides a solution to the ever-changing climate of legal talent acquisition.** SAF is cost-effective and low commitment.
- **SAF provides value to your firm.** Hiring a SAF for lower level billable work can be profitable and provide extra legal resources for a busy practice. It's an attractive solution for firms unable to hire associates.
- **SAF helps advance recent graduates.** Employers provide mentoring for their eager and appreciative SAF. SAFs can launch their careers, gain experience, and become marketable for a lateral move.
- **SAF is convenient and strategic.** The hiring process is streamlined. OCPD collects, vets, and sends applications to you. Hiring a SAF can also be a strategic, low-cost "trial" or extended interview for a long-term hire.
- **Hiring a SAF positively affects our employment outcomes.**

Why USD Law graduates?

- **They are smart.** The USD Law academic curriculum provides rigorous, comprehensive, and ethical legal training. Many graduates complete concentrations in specific practice areas, and they possess the soft skills essential for success in practice.
- **They are practice-ready.** Through multiple legal jobs, experiential opportunities, and skills courses, USD Law graduates develop a foundation of strong practical and legal skills to give you greater return on your investment.

Program parameters:

- Hire a USD Law graduate full-time as a SAF in your firm for an expected term of one year (or more).
- Provide meaningful work (entry-level) assignments that contribute to your practice and the SAF's training.
- Encourage and/or sponsor other relevant training and professional development opportunities.
- After the one-year term, employers may choose to extend the SAF, hire the SAF as a permanent associate, or assist the SAF in making professional connections for a lateral move.

What is the hiring process?

- Provide OCPD with a job description; candidates apply through us, and we ensure they meet your criteria.
- Depending on your preference, we will send you applications on a rolling basis or all at once by a set deadline.
- You interview and hire at your convenience and discretion. On-campus interviews can also be arranged.

What is the Timing?

- Employers submit their job postings now through February, continuing on a rolling basis.
- Recent graduates apply on a rolling basis; employers set the application deadline date.

If you have any questions, or wish to get started, please contact _____ . A job posting form is attached.

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Job Posting Form - USD Law Staff Attorney Fellowship Program (SAF)

Please complete the job posting form below and email it to _____. She will confirm receipt of your posting and will notify you once your position has been posted.

Position Information:

Position Title: **"Staff Attorney Fellow"**

Firm Name and Address: _____

Alumni Name and Graduation Year (if applicable): _____

Primary Areas of Practice: _____

Position Description (include responsibilities/specific qualifications): _____

Hours/Week (minimum of 35 hours): _____

Compensation: _____

Required Application Materials (resume, cover letter, writing sample, transcript, and/or references):

Cover letter should be addressed to: _____

Do you wish to receive applications on a rolling basis as candidates submit them or all at once after a certain deadline?

By what date would you like to receive all applications? _____

Email address for submission of applications: _____

Please review and acknowledge USD Law's Non-Discrimination Policy below:

Non-Discrimination Policy

Employers listing positions with the University of San Diego School of Law must agree to abide by the following: ***The University of San Diego School of Law does not discriminate on the basis of race, color, religion, national origin, sex, sexual orientation, gender identity, gender expression, marital status, pregnancy, age, physical disability, mental disability, or other characteristic protected by federal or state law in the admission or status of students, in the hiring, promotion or supervision of faculty, staff or administrators, or in the administration of law school programs and procedures. The facilities and services of the Office of Career and Professional Development are only available to employers whose hiring practices are consistent with this policy. Candidates who believe employers have violated USD School of Law's non-discrimination agreement have been instructed to contact the Office of Career and Professional Development.***

Do you acknowledge USD Law's Non-Discrimination Policy? yes no

FW: ASU Law - Small Firm Education Conference, 5/4

Paula Gluzman <pgluzman@sandiego.edu>
Draft

Mon, Mar 18, 2019 at 4:54 PM

We are excited to host this event and hope that you can join us!

ASU Sandra Day O'Connor
College of Law
Arizona State University
Office of Career & Employment Services



Small Firm Education Conference

Sponsored by ALPS



ASU Law Career & Employment Services Presents:

Small Firm Education Conference

Friday | May 4, 2018 | 9:30 a.m. – 3:00 p.m.

Sandra Day O'Connor College of Law | Beus Center for Law & Society | 111 E. Taylor St., Phoenix

This seminar may qualify for up to 3 hours MCLE, including 2 hours of Ethics.

No cost (lunch provided)

Five Stages of Marketing for Small Firm Lawyers

Dee Schiavelli, founder of Results Marketing for Lawyers, is a national business development consultant, professional speaker, and LinkedIn strategist. She advises and coaches lawyers on effective ways to develop new business based on their strengths and experience and helps them use LinkedIn to build their client and referral networks.



Dee Schiavelli



Why should you attend Five Stages of Marketing for Lawyers? There are many marketing tools available for lawyers. There is a method, though, to building your marketing plan and activities. You wouldn't start your firm without stationery or business cards, therefore, you want to be sure you have selected the marketing tools you need for business development, understand how to best use them, and have a strategy to capitalize on using them. Join this informative program and learn how to build your marketing activities through all five stages to maximize your business growth.

Key Performance Indicators



Mary Juetten



The 2016 and 2017 State of Small Law Firms surveys by Thomson Reuters indicated that the majority of small law firms value client satisfaction, firm profitability, and individual matter profit. Do you measure and track those items? Do you have the right data? Key Performance Indicators (KPIs) are critical to measure client satisfaction, team performance, firm culture - more than billable hours and profits per partner. These KPIs even help measure the ideal client.

However, knowing how to get started with KPIs; where to find data; and how to follow-up can be overwhelming. And in Clio's 2017 Legal Trends, lawyers reported spending SIX hours a day on non-billable work! In this interactive workshop, we will review a KPI framework and focus on five starter KPIs with audience participation welcome. All attendees will receive a complimentary KPI starter worksheet with the 5 KPIs plus a KPI white paper in advance and are encouraged to bring their questions. Law performance expert author and consultant (and ASU Alum), Mary Juetten will lead this workshop.

Implicit Bias and the Practice of Law

The program will define the term implicit bias, and describe the empirical research that suggests implicit biases are wide spread, and can coexist with explicitly avowed anti-racist and tolerant attitudes. We will explore the questions of whether it is ethically condemnable to harbor an implicit biases and whether we should suspect ourselves of racial bias, and therefore correct for it in ordinary activities, including how we practice law. Finally, we will discuss strategies to reduce the influence of implicit bias on our decisions and actions.

ASU Sandra Day O'Connor
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Arizona State University
Office of Career & Employment Services



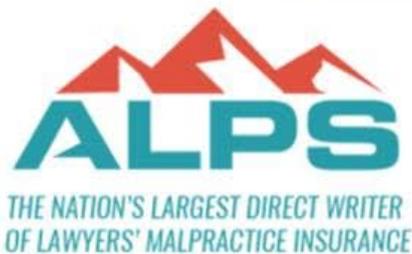
Ray English

Agenda

- ◆ **Registration and light refreshments**
9:30 am - 10:00 am
- ◆ **Implicit Bias and the Practice of Law**
Presenter, Ray English - Assistant Dean of ASU Law Career Services
10:00 am - 11:00 am
- ◆ **Break**
11:00 am - 11:15 am
- ◆ **Five Stages of Marketing for Small Firm Lawyers**
Presenter, Dee Schiavelli - Results Marketing for Lawyers
11:15 am - 12:30 pm
- ◆ **Lunch & Sponsor Presentation**
12:30 pm - 1:45 pm
- ◆ **Measures that Matter: Key Performance Indicator Workshop to Improve Your Firm Performance**
Presenter, Mary Juetten - Traklight
1:45 pm - 3:00 pm
- ◆ **Adjourn**
3:00 pm



Register Here



Please contact us with questions

Pamela Höh, Director of Employment, ASU Law
Office: (480) 965-1035, Email: pamela.hoh@asu.edu

The State Bar of Arizona does not approve or accredit CLE activities for the Mandatory Continuing Legal Education requirement. This activity may qualify for up to 3 hours toward your annual CLE requirement for the State Bar of Arizona, including 2 hour(s) of ethics.

We hope to see you there!



Beus Center for Law & Society

Office of Career and Employment Services

Rebecca & Michael Berch Student Success Center

111 E Taylor St . Suite 401 . Phoenix, AZ 85004

Phone 480.965.5808

[Hire ASU Talent](#)





SESSION WORKSHEET:

Smart Collaboration for Small/Mid-size Firm Engagement: Case Studies on Getting the Job Done

Take notes here on what you have learned, new ideas, brainstorming, and other action items to take back to your office.

Learning Objectives:

New ideas to utilize small/mid-size firms to increase post-graduate employment.

- 1)
- 2)
- 3)
- 4)

Successful tips for teaming up with your law school departments to identify possible outreach initiatives.

- 1)
- 2)
- 3)
- 4)

Strategies for advising and preparing your students to conduct their own targeted job search for small/mid-size firms.

- 1)
- 2)
- 3)
- 4)

Understand the challenges and obstacles from within and out the law school to small/mid-size outreach.

- 1)
- 2)
- 3)
- 4)