

## **Interning at a top law school in San Diego**

Improve your future with a challenging career step at a top law school in San Diego, America's finest city. Our school is an independent law school and is renowned for achieving excellence in education, research and community services since 1969. It is conveniently located in the beautiful and historical Old Town district.

We offer training positions in the fields of publishing, marketing, event planning, hospitality, accounting, business administration, human resources and law. Beginning from January we will open our gates to students at the new campus with its "green" buildings, pursuing leadership in sustainable planning and design. It's ethnic and cultural diversity creates a welcoming environment especially for international participants, who want to achieve their licenses and experiences in a stimulating and cosmopolite environment.

Positions at the campus will be *available from March 2011 for internships lasting from 3 to 18 months* for international students, graduates and young professionals. Interns will gain insight into the operations and processes of the campus, and will be assigned to various tasks adopting proficient skills required in their future careers. Publishing interns will have the opportunity to be considered as co-authors in articles, which will be an exclusive incentive.

### **Law intern (jobcode US018)**

Law interns will gain excellent practical skills on how to apply their knowledge in a real business setting with real cases. You will be assigned to determine the existence and amount of liability, according to current laws. You will be assigned to work in the campus' clinic, providing law consultation for those in need.

### **Publishing (jobcode US019)**

Your duties will include research and analyzing laws, regulations, and policies, review and evaluate data, and store, catalog, and maintain currency of legal volumes. Publishing interns will have the unique opportunity to conduct studies and contribute in the composition of articles, hence earning a publication reference.

### **Accounting intern (jobcode US020)**

As an intern in the accounting department you will learn about various exceptional tasks of the accounting department and will hold the responsibility of preparing and controlling accounting records, budget analysis and periodic reports. By using the most up-to-date computer technology, you will be in charge of developing and implementing the most suitable accounting system.

### **Administration intern (jobcode US021)**

You will be performing supportive services and engage in the improvement of the school's operations. The role of the administration intern also requires planning, administering and controlling budgets. You will acquire professional assets in the administrations department by preparing operational reports and ensuring an accurate and efficient workflow.

### **Human Resources intern (jobcode US022)**

This internship is comprised of many challenging functions such as campus staffing, recruitment, personnel training, handling of the complaints management system and evaluation of the staff's performances. You will gain proficiency in the whole cycle of human relations related tasks. Besides assisting in administering employee benefit programs you will carry out different tasks.

**Marketing intern (jobcode US023)**

The marketing intern will contribute to our diverse marketing initiatives, such as working on the communications team's media assignments, the faculties' student initiatives, and community services. You will also have the chance to engage in social media communication as well as to assist with the day-to-day operations. You will get the chance to learn all campus related marketing activities from the scratch.

**Event management intern (jobcode US024)**

The event planning intern will take on outstanding skills by participating in major event planning and marketing projects at the campus. This will include research, planning, organization, and implementation of conventions, meetings and events on and off the campus. You will be encouraged to propose new ideas to improve the overall procedure. In addition to assistance with coordinating meetings and conventions, you will be responsible for arranging multimedia equipment and room setup as well as arranging meals, travel, hotel accommodations and activities for the attendees.

**Hospitality intern (jobcode US025)**

The hospitality intern will gain valuable experience through participating in the whole cycle of the banqueting and events management on and off the campus. As a hospitality intern you will be performing marketing and advertising services in addition to specific bookkeeping activities. You will be in charge of supervising and coordinating activities of banqueting staff. Therefore, you will maintain contact with management, serving staff, and customers to ensure that banqueting details are handled properly. Furthermore, you will take account of preparing staff work schedules.