

2014 MALRC STUDENT REGISTRATION PACKET

The Mid-Atlantic Legal Recruiting Conference (MALRC) interviews will be held on
Friday, August 22, 2014 at the
Downtown Embassy Suites Hotel in Washington, DC

IMPORTANT DATES AND DEADLINES

Wednesday, July 9 - **Student Registration Deadline** - All student registration materials must be uploaded to Georgia Law Symplicity by 11:59 PM EDT.

Wednesday, July 30 - **Interview Selections Available** - Registered students must contact their career services offices on this date to ascertain interview/alternate status.

Tuesday, August 5 - **Student Confirm Deadline** - All selected students must contact their career services offices by this date to confirm your interview(s). *Please be advised that per the policy for MALRC, if you are selected for an interview, you must attend the interview program even if you only receive one interview.*

Friday, August 8 - **Interview Schedules Available** - All interviewing students must contact their career services offices on this date to obtain their interview time schedules and any added interviews from alternate selections.

Friday, August 22 - **Interviews in Washington, DC** - Students must keep the day clear for scheduled interviews; special interview time requests cannot be accommodated. Check in 30 minutes before your first interview.

Failure to adhere to these deadlines and dates may result in forfeiture of all MALRC interviews. Schools with students who fail to adhere to deadlines may be prohibited from future participation in MALRC.

UPON ARRIVAL:

The Student Registration Table will open at 8 a.m. There you will find your student name tag and will be given final instructions. You should check in at the Student Registration Table at least 30 minutes before your first interview. You will be directed to a student lounge area where you will find employer information/NALP forms, water, employer schedules and a student message board. Students should check the board throughout the day for any schedule changes or additions. NOTE: Do not add yourself to an employer schedule, even if you see an open slot.

INTERVIEWS:

Proceed to the interview room at least 5 minutes prior to your interview. At your appointed interview time, knock on the door. This notifies the employer that his/her interviewee has arrived and also helps to keep the employers on schedule. Wait for the interviewer(s) to greet you at the door.

ALTERNATES:

If you were granted an alternate position with an employer, you will be notified by your career services office should your status change from the alternate to interview position before the job fair. You do not need to attend MALRC if you are still only an alternate; however, if you are still an alternate and you are attending MALRC for other interviews, it is possible (but not likely) that you could be moved to interview status the day of the job fair. If you are moved to the employer's schedule during the job fair, you will be notified via the message board. Consequently, we encourage all students to bring extra resumes, transcripts and writing samples with them to the job fair, and to check in early to see if you have been slotted for additional interviews.

ADDITIONAL INFORMATION:

1. You must provide your contact information to your school's Career Services office before leaving for the job fair. Last minute changes by employers may impact the schedules you were provided and the job fair coordinators need to know how to get in touch with you quickly.
2. The hotel is located at 1250 22nd St. NW at the intersection of 22nd and "N" Streets, and is approximately a 10-minute walk from the DuPont Metro station. (Note: If you walk from the Metro station, pass the "Embassy Suites Summerfield Suites" Hotel. The job fair hotel is the Embassy Suites at 22nd and "N". Also, remember this if you are arriving by taxi. If you have any questions about directions, contact the hotel directly at (202)857-3388.
3. Bring extra copies of your resume, a list of references, and copies of your transcripts and writing samples with you to MALRC in a nice portfolio or folder.
4. Be sure to arrive at the job fair 30-45 minutes before your first interview. Allow plenty of time to find the hotel, find a place to park if you are driving, and locate the rooms where the employers will be interviewing. Check in at the MALRC registration table (on the first floor, to your right after you enter the hotel). Updated schedules, room locations, and names of interviewers will be available at check in. Some employer information will be available, but you should conduct your research on the organization(s) you will be interviewing with prior to coming to the conference.
5. In case of emergency, call the hotel at (202) 857-3388 and ask for a representative of the Mid-Atlantic Legal Recruiting Conference. Do not leave messages for a career services representatives in their rooms because they will be downstairs coordinating the job fair. If you call from outside the hotel, have a written message delivered to them at the MALRC desk. Except for emergencies, no cancellations are permitted.
6. While preparing for your interviews, carefully consider why you want to work in the DC area. Almost all the interviewers will ask this question and you will not get an offer unless the employer believes that you will come to Washington and stay.
7. For 3Ls, another question may involve why you are looking for a job at this time. If you have an offer from another firm, or you have the option of staying with a firm where you have been clerking, you will want to indicate this. If you have worked in a location where employers do not traditionally make offers this early or do not usually make permanent offers to most of their clerks, you might also mention this; customs vary around the country. Whether or not you have other offers, you may want to emphasize that you have decided on Washington as your prime location, and that you are at this job fair because any other offers or experiences have been elsewhere. Also be prepared to answer questions about why you chose to work elsewhere last year if you really want to be in Washington. The employers want to hire people who will stay in DC!

2014 PARTICIPATING EMPLOYERS

Federal Trade Commission's Bureau of Consumer Protection Washington, DC

Job Description: The Federal Trade Commission's Bureau of Consumer Protection in Washington, D.C. is accepting applications for full-time summer law clerks. Our summer law clerks are highly motivated second-year law students who are interested in litigation, investigation, and public policy in the areas of consumer protection, fraud, and privacy. Law clerks work directly with attorneys and investigators in conducting investigations, assisting with ongoing litigation, interviewing potential witnesses, performing legal research, and drafting legal memoranda. Law clerks are also afforded the opportunity to observe the judicial, administrative, and legislative process in action. The summer internships require a commitment of approximately 10 weeks, during which law clerks work with attorneys and investigators throughout the Bureau's seven divisions. Those second-year law students who serve as law clerks will be paid.

In addition to placing your bid in Symplicity, all interested applicants MUST also apply through usajobs.gov prior to MALRC in order to be considered for a clerkship. (Although an updated posting is not yet available through usajobs.gov at this time, it will be available close to the week of the MALRC job fair (prior to August 22nd), so please continue to check for the updated posting through this link: <http://www.ftc.gov/bcp/lawclerk/index.shtm>)

Applicant Qualifications Criteria: Please place your bid online through Symplicity with resume only and bring a hard copy of your resume, cover letter, transcript, and writing sample to the interview at MALRC.

Contact: Rebecca Brooks (bcpsummerlawclerk@ftc.gov)

Seeking 2Ls for Summer 2015 positions

Department of Navy, Office of the General Counsel Washington, DC

Job Description: The General Counsel is the principal legal advisor to the Secretary of the Navy and OGC attorneys assist the General Counsel in providing legal services to the Secretary, staff, and personnel throughout the Navy and Marine Corps. OGC consists of approximately 580 civilian attorneys plus 30 uniformed Navy and Marine Corps Judge Advocates located throughout the United States and overseas. Approximately 300 attorneys are located in Washington, D.C., with the others in 95 field offices throughout the country and abroad. OGC also includes approximately 50 Intellectual Property attorneys. The staffing within OGC field offices can range in size from one to a dozen or more attorneys and paraprofessionals depending upon the size of the client organizations and magnitude of the client's workforce, assets, budget and contracting authority, multi-sited locations, and other variables.

Applicant Qualifications Criteria: Please include GPA and class ranking on resume. The ideal candidate must be in top 1/3 of their law school class and/or participate in law review/journal or moot court. Students wishing to specialize in Intellectual Property Law must have a technical background (such as an engineering degree or degree in physical sciences, computer sciences, or mathematics).

Hiring Official: Valencia Bowers (valencia.bowers@navy.mil)

Recruiting Coordinator: Naniece Shields (naniece.shields@navy.mil)

Seeking 2Ls for summer 2015 positions

**US Nuclear Regulatory Commission
Washington, DC**

Job Description: Each year, the NRC selects a small number of graduating law students or judicial law clerks to serve in the OGC Honor Law Graduate Program (HLGP). Established in 1972, the HLGP is the primary mechanism for hiring entry-level attorneys at the NRC.

As an Honor Law Graduate, you will serve in a two-year program consisting of rotational assignments through different OGC divisions in order to gain broad exposure to the diverse legal practice at the NRC.

The program allows you to collaborate with seasoned attorneys and work independently on a variety of assignments, such as the following:

- participating in administrative litigation involving nuclear power plants
- reviewing environmental impact statements with technical staff
- drafting proposed regulations for new or revised safety standards
- assisting in the review and litigation of personnel actions, equal employment opportunity cases, and Government contract matters
- working with the Solicitor in researching and preparing briefs for submission to the Federal courts of appeals

Applicant Qualifications Criteria: U.S. Citizenship; upper third of law school class; interest in admin, energy, and environmental law.

Seeking 2Ls for summer 2015 positions, 3Ls for entry-level 2015 positions

Contact: Ada Bowie (ada.bowie@nrc.gov)

Recruiting for headquarters in Rockville, MD.

**US Department of State, Office of the Legal Adviser
Washington, DC**

Job Description: Summer intern positions, as well as permanent hire attorneys

Applicant Qualifications Criteria: Outstanding academic achievement, relevant international experience and/or extracurricular activity, and demonstrated professional potential are important factors in the selection process. Must be U.S. citizen.

Salary Range: Summer unpaid; Permanent \$63,091-\$82,019

Contact: Mary Reddy (reddymt@state.gov)

Seeking 2Ls for summer 2015 positions and 3Ls for entry-level 2015 positions.