



## **JUDICIAL FELLOWSHIP PROGRAM DESCRIPTION FALL 2014**

All Class of 2014 Colorado Law graduates (including December 2013 graduates) are eligible to apply for a Fellowship through the Judicial Fellowship Program. Colorado Law will hire approximately 15 Fellows to perform up to 500 hours each of work for judges and certain government agencies.

Through this program, Colorado Law hopes to assist recent graduates who are actively seeking long-term employment by providing the graduates with financial support, meaningful work experience, professional growth and development, and additional connections that will further their career goals.

**\*\*Please read through the entire description and the application carefully.\*\***

### **TERMS**

- Fellows may work from October 1, 2014 until March 31, 2015 for up to 500 paid hours (but no more than 40 hours in any work week). The rate of pay will be \$20.00 per hour. Fellows must track and report their hours and ensure that they do not exceed the 40-hour per week limit or the 500-hour Fellowship cap.
- Fellows may work only for employers approved by Colorado Law. Employers do not need to be located in Colorado, but must be judges, courts, or government agencies.
- Fellows will be temporary employees of Colorado Law and must: (1) complete necessary hiring paperwork (including direct deposit authorization and criminal background check) prior to starting work; and (2) submit accurate bi-weekly time sheets detailing hours worked. Pay will be bi-weekly and subject to tax and other required withholding. Colorado Law provides workers' compensation insurance for Fellows, but unfortunately (pursuant to University of Colorado policies) cannot provide any other benefits (e.g., EcoPass, health insurance) for Fellows.
- Fellows' work is subject to the University of Colorado's term limits on temporary hires. If a Fellow worked in any capacity for the University of Colorado since February 2014, that work may affect the duration of the Fellowship.
- Fellows must produce work of the highest quality, meet all deadlines, communicate any delays to a supervisor, and finish all assigned work before the end of the Fellowship.
- Each Fellow must attend at least two professional development events during the Fellowship. We define "professional development event" to include any event that helps build a Fellow's skills or connections and may further the Fellow's job search (e.g., bar association, CLE, or legal community events).
- Fellows must inform Dean Leary ([whiting.leary@colorado.edu](mailto:whiting.leary@colorado.edu)) of any changes in the information submitted in their applications that occur during the term of the Fellowship.

- Fellows must schedule and attend an initial meeting with a member of Colorado Law's Career Development Office to discuss the next steps in securing a placement and long-term job search strategies.
- The expectation is that this opportunity will facilitate Fellows' efforts to secure long-term, paid employment as soon as possible. When a full-time, paid position is obtained, the Fellow must inform Dean Rogers ([todd.rogers@colorado.edu](mailto:todd.rogers@colorado.edu)) and work with him to develop a plan for satisfying all remaining Fellowship commitments.
- At the conclusion of the Fellowship, each Fellow must submit:
  - 1) A one to two page written report that includes the following:
    - a. Which two professional development events the Fellow attended;
    - b. Description of the type of work performed during the Fellowship;
    - c. Any way in which the Fellowship benefited the Fellow's career;
    - d. What skills the Fellow developed or honed during the Fellowship; and
    - e. Any feedback for Colorado Law on the Fellowship program or observations about the value of the program to the school or the community.
  - 2) At least one substantial writing sample written by the Fellow during the Fellowship.

## HOW TO APPLY

**Submit all required application materials to [law.studentaffairs@colorado.edu](mailto:law.studentaffairs@colorado.edu).** The application can be found online at <https://www.colorado.edu/law/judicial-fellowship-program>. Each applicant who submits a complete application will receive an email confirming that we received the application and that no materials are missing.

## SELECTION PROCESS

**We will review complete applications beginning immediately (we will not review incomplete applications, so please make sure to include all required materials). Apply as soon as possible because we have a limited amount of funding and we will consider applications and award Judicial Fellowships on a rolling basis.**

The selection committee considers the following factors in evaluating applications (note that grades are **not** considered in the selection process):

- Content of the application (incomplete applications will not be considered)
- Applicant's efforts to secure employment (including reaching out to contacts, applying for positions, utilizing school resources such as the Career Development Office, and thinking creatively about possible options)
- Likelihood that the program will assist the graduate in securing long-term employment
- Financial need may be considered in allocating funding among applicants if there are more eligible applicants than there is available funding

In the event that we receive more applications than we can fund, we will maintain a waiting list.

We understand how important this opportunity is to our graduates and will notify each applicant of our decision as soon as possible.

## **NEXT STEPS**

**If you are accepted into the program, we will contact you with further information.**

After your initial meeting with a member of the Career Development Office, it will be your responsibility to contact approved employers directly to secure a placement. Note that you will be asking employers if you can work for them on a part-time, volunteer basis (you will be a volunteer from the perspective of the judge or government agency because the law school will be paying you for your work).

Occasionally, there are employers who ask Colorado Law to reach out to Fellows and coordinate selection. Check your email frequently throughout this process and your job search, as we may contact you about time-sensitive opportunities.

*Questions? Contact [law.studentaffairs@colorado.edu](mailto:law.studentaffairs@colorado.edu).*