



SUMMER LAW INSTITUTE (SLI) INTERN SUMMER 2018

ORGANIZATION OVERVIEW

NJ LEEP is a four-year college access program working with 140+ students from underserved neighborhood in urban New Jersey in our College Bound Program (grades 9-12), over 100 alumni and over 200 parents. We help students to perform at high academic levels by building skills through law-related, mathematic, and other educational programs, developing the habits necessary for lasting success and community leadership, and offering exposure to role models who have achieved academic and professional success. For more information about our work, please go to www.njleep.org.

POSITION OVERVIEW

The Summer Law Institute Program covers content based on Criminal Trials and Criminal Justice. The SLI intern will work directly with the Director of Legal Education, and the Law-Related Education team, to coordinate the Summer Law Institute. The position will allow for the development of writing skills, research skills, and the implementation of pedagogical theory into practice. The intern will have the opportunity to participate in youth development programming and develop individual relationships with students. The program runs for six weeks (1 week of training, 5 weeks of programming) and requires a commitment of 35 hours per week from June 25th to August 3rd. Training will begin the last week of June.

PRIMARY RESPONSIBILITIES

Administrative Responsibilities:

- Assist teachers with their administrative responsibilities, which include:
 - Copying
 - Grading and Tracking homework and test performance
 - Tracking student infraction in relation to the student stipend
 - Preparing classroom activities to keep students engaged and focused

Student Management:

- Monitor students during instructional periods, insuring that students are adhering to NJ LEEP standards of conduct
- Monitor students during field trips to law firms/corporations
- Manage student transition to and from class
- Oversee students during lunch

Tutoring:

- Assist students in understanding and preparing homework assignments
- Tutor students in small groups or one on one.
- Provide support to rising high school students in writing, editing, and study skills

Compensation: NJ LEEP offers a competitive salary for employees.

Application Instructions:

Interested applicants should submit a resume and cover letter to Brian Giardina at bgiardina@njleep.org with the subject line "SLI Intern." Applications received by **April 15th** will receive priority consideration.

Due to the volume of applications, only applicants selected for an interview will receive a response.

NJ LEEP is an equal opportunity employer, committed to inclusive hiring and dedicated to diversity in our staff. We strongly encourage candidates from all groups and communities to apply.