



Paralegal Studies Program - Job Posting Inquiry

Hofstra Continuing Education Department is pleased to assist your Law Firm to promote any open Paralegal position within your firm. Kindly submit the below mandatory information by either completing this form or complete via a Microsoft Word document and directly email the request to ce-paralegal@hofstra.edu. In the subject line of the email include **Your Firms' Name - Job Posting Request**. [Example: Hofstra Pride Law Firm - Job Posting Request] If you have any questions, kindly contact us at 516 463 7200.

Mandatory Information to Include

Firms Name

Address

City State Zip

Phone Fax

Job Posting Contact Title

Email to use for Job Posting

Firm's Website Practice Areas

Employer Type [Example: Business / Government / Law Firm / Public Interest]

Title of Position Available

Full Time or Part Time Salary Requirements

Requested documents to submit Resume Cover Letter References Transcript Writing Sample

Summary of Position Qualification / Minimum Requirements [If additional details required; submit in an attachment]

Who would you like the Job Posting Inquiry to be forwarded to Alumni Only Both Alumni & Active Students