



Paralegal Studies Program - Job Posting Form

Hofstra University's Continuing Education Department is pleased to assist you recruit a paralegal from its [ABA accredited] program. Kindly complete this entire form and email it to ce-paralegal@hofstra.edu. In the subject line of the email include **Your Firm 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

Employer Name

Address

City State Zip

Phone Fax Email

Job Posting Contact Title

Email to use for Job Posting

Website Practice Areas

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

Title of Position Available

Full Time or Part Time Salary

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 Form to be forwarded to Alumni Only Both Alumni & Active Students