

Community Based Federal Work-Study Job Description

Name of agency: Workplace Justice Project/Wage Claim Clinic

Mailing address of agency: 7214 St. Charles Ave., Campus Box 902, New Orleans 70118

Job title: Clinic assistant

Location where student will perform job (if different from above): the Law Clinic building (Stuart H. Smith Law Clinic and Center for Social Justice) at 540 Broadway St.

Classification (e.g. reading tutor, classroom helper, program assistant, etc): law clinic assistant

Supervisor's name: Erika Zucker

Purpose/role within organization: Policy Advocate

Duties and responsibilities associated with the position: *If reading to/with children is involved in any capacity, please state in duties.*

The Workplace Justice Project is a section of the law clinic at Loyola College of Law. The WJP's mission is to promote respect and dignity by seeking legal remedies for low-wage workers, advocating for policies that uphold workers' rights in the workplace, and educating diverse communities on issues and practices that foster fairness and equity. The Wage Claim Clinic provides the intake and initial contact for workers seeking legal services. An essential function of the job is to return intake calls, which may be in English or Spanish. Applicants should be fluent in Spanish.

Students interested in a position with the WJP/WCC should send an email along with their resume to Erika Zucker.

General qualifications for position: Fluent/bilingual in English and Spanish

Pay: \$10/hr (CBFWS students may also get paid for travel time)

Dates of employment: no earlier than August 19, 2019 through May 11, 2020

Evaluation procedure and schedule: All supervisors will evaluate student performance at the end of the academic year. The evaluation is online. Students may or may not be present while employers evaluate students.