

Job Description: Immigration Law Clinic Assistant
Program: Immigration Law Clinic

Working in the Ginter Immigration Law Clinic, this volunteer will work under the supervision of immigration attorneys and paralegals. This experience is ideal for someone interested in learning about immigration law.

Responsibilities:

- Answer the phone and assist callers
- Greet visitors and then provide information and referral requests or refer visitors to appropriate staff members
- Document over-the-phone and face-to-face inquiries of clients and prospective clients
- Call the customer service office of US Citizen and Immigration Services (USCIS) to inquire about the status of cases
- Enter client data in documentation as a step in preparing drafts of immigration documents
- Photocopy client documents
- Assist with new client intake
- Create files for new clients
- Assist with promotion and outreach for the English Tutoring Program, Citizenship Classes, Citizenship Workshops and other programs offered by International House
- Dress business casual – no jeans

Qualifications

- Interest in immigration law
- Desire to work with immigrants
- Computer literacy (proficiency in MS Office, Internet, and Google Docs)
- Excellent work ethic and communication skills

Time Commitment

- Starts May 2015
- Minimum of 10-12 hours per week, Monday through Friday
- Minimum of at least three to four months (May-August or May-September)

To apply, please submit the following documents to Tanja Pauler, **AmeriCorps ACCESS Volunteer Coordinator**, tpauler@ihclt.org. In the subject line, please indicate Legal Assistant Volunteer.

1. Resume
2. References