

Become A Legal Writing Fellow

Help others while you polish your own skills!

The School of Law is accepting applications for the position of Legal Writing Fellow (LWF) and for the Student Director of the Legal Writing Center.

LWFs for Legal Analysis, Research, and Writing —LWFs work with first-year J.D. law students under the supervision of the Legal Analysis, Research, and Writing (LARW) Faculty. LWFs provide individual or group instructional activities in support of the LARW program. Under supervision, LWFs duties may include individual tutoring sessions, group tutoring sessions, presentation at workshops, answering questions during small-group class activities, and other duties as assigned. These activities will take place either online or in-person, depending on public health conditions and individual student circumstances.

LWFs must maintain at least two office hours per week, except during the last three weeks of each quarter. The time commitment fluctuates, depending on the specific requests of the LARW Faculty or the Legal Writing Director. LWFs can expect to work around two-four hours per week for about eight weeks during fall and two-three hours per week for about eight weeks in winter. Spring hours vary. No hours are required during the last three weeks of each quarter so that LWFs may prepare for their final exams. Please keep in mind that expected hours might change based on the needs and direction of the LARW Faculty.

Student Director of the Legal Writing Center — We are also seeking one LWF who will serve as the Student Director of the Writing Center. This is an additional responsibility to the primary role of serving as a Legal Writing Fellow for the LARW programs described above. The Student Director will coordinate the office hours for the LWFs and plan group tutoring sessions or presentations in coordination and consultation with the Legal Writing Director.

Pay: The pay for all LWF positions is \$20.33/hr.

Qualifications: We are looking for motivated students who are enthusiastic about helping legal writing students of all abilities and backgrounds. UW students who are in the second or third year of the J.D. program or who are candidates for LL.M. degrees are welcome to apply. We seek applicants who are truly interested in teaching and mentoring students and who also:

- have demonstrated competence in legal analysis, research, and writing,
- have excellent academic records,
- have good organizational and time-management skills,
- have good interpersonal skills, and sensitivity to diverse backgrounds and learning styles,
- are comfortable with online meeting tools and have internet access sufficient to allow them to meet online without being present at the law school,
- are intellectually engaged,

- are scrupulously ethical,
- are team players, able to take direction from LARW faculty, and are eager to collaborate with other LWFs.

Plus factors include prior teaching experience; ESL training; Advanced Legal Research course (may be taken while working as LWF); significant legal writing beyond the first-year LARW course; significant relevant legal practice experience, such as a judicial externship or other job with substantial research and writing; editing experience; familiarity with interactive web-based instructional materials; and eligibility for work study.

Application Process:

Deadline: **Friday, August 25, 2023** by email to Lauren Sancken (sancken@uw.edu) *and* a copy to Ellen Monteith (montee@uw.edu).

Address: Email applications are *strongly preferred*. If submitting materials by mail, please be sure the materials are *received* by the deadline. You may send your materials to:

Prof. Lauren Sancken
 Co-Director, Legal Writing Program
 William H. Gates Hall
 University of Washington School of Law
 Box 353020, Seattle WA 98195-3020

- Contents:**
- (1) A cover letter describing:
 - a. why you want the job
 - b. why the Legal Writing Program should want you for the job,
 - c. whether you are qualified for work study funding,
 - d. significant extracurricular commitments, clinics, or externships you will be involved in next year,*
 - e. the name of your 1L LARW professor(s) along with your LARW grades, and
 - f. any other writing- or research-based courses you have taken or will be taking concurrently, along with the professors and your grades.
 - (2) Your resume, listing any references (in addition to your 1L LARW professor) who can comment on your legal analysis, research, and writing skills.
 - (3) Your contact information for the summer, including an email address and phone numbers you check often.

*If you have other time commitments in the coming school year, be aware that past LWFs have successfully balanced clinic, journal, moot court, or other obligations with LWF responsibilities. In fact, these other activities can complement your teaching. However, each applicant needs to consider whether he or she will be able to meet multiple obligations.

Please contact Prof. Lauren Sancken at sancken@uw.edu if you have any questions.

The University of Washington is an equal opportunity employer. To request disability accommodation in the application process, contact the Disability Services Office at 206-543-6450 / 206-543-6452 (tty) or dso@uw.edu.

This job classification is governed by a negotiated labor contract and is subject to union shop provisions. For more information about union shop provisions, visit: <https://hr.uw.edu/labor/unions/uaw>

Governor Inslee's [Proclamation 21-14.2](#) requires employees of higher education and healthcare institutions to be fully vaccinated against COVID-19 unless a medical or religious exemption is approved. Being fully vaccinated means that an individual is at least two weeks past their final dose of an authorized COVID-19 vaccine regimen. As a condition of employment, newly hired employees will be required to provide proof of their COVID-19 vaccination. View the [Final candidate guide to COVID-19 vaccination requirement webpage](#) for information about the medical or religious exemption process for final candidates.