

The Legal Scout

a UWLA publication



Career Development Office
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UWLA CAREER FAIR COMING SOON: MARCH 2, 2011 5PM!

On Wednesday, March 2 from 5-6:30pm at the San Fernando Campus, UWLA will be hosting a Career Fair with representatives from a variety of organizations that you will be able to meet. The event will include:

- Reps from LA County Bar, Beverly Hills, and San Fernando Bar Associations (among others!)
- Reps from large and mid-size firms with different practices
- Time to individually visit and network
- Free food and drink
- Gift prize drawings for attendees!

SCHEDULE YOUR APPOINTMENT WITH THE CAREER SERVICES OFFICE TO BE PREPARED FOR THE EVENT! OPPORTUNITY + HARD WORK = SUCCESS!

For appointments, email: SCain@UWLA.edu

A (Sad But True) Glimpse at the Job Market "The Mother of All Jobless Recoveries"

The following is an article from *The Atlantic* which highlights the importance of job search preparation. Be ready for your opportunity!

1. This is no longer a firing crisis. It's a hiring crisis.

Job openings are still in the toilet, The Cleveland Fed reports. Here's a chart that makes that point ring loud and clear. These are numbers from the Bureau of Labor Statistics (in thousands). From left to right, we've got job openings, total unemployed in the labor force, and the ratio.

Month	Job openings	Unemployed	Unemployed/job openings
9-Jan	2,792	11,600	4.14
August	2,411	14,900	6.2
Sept	2,624	15,100	5.8
Oct	2,546	15,612	6.24
Nov	2,456	15,340	6.24
Dec	2,531	15,267	6.1
10-Jan	2,724	14,837	5.48

Lesson: hiring is in the dumps. Job openings have fallen year-over-year even after two quarters of positive GDP growth.

2. More demand won't fix the problem (at least initially).

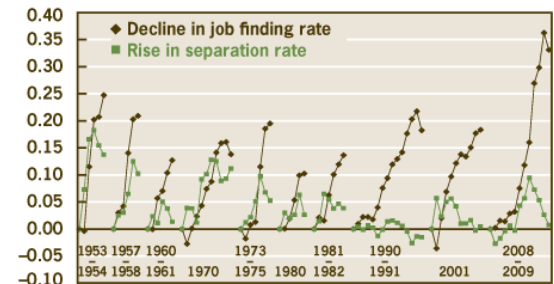
The smart and common thing to say about jobs is that they will come back when demand for goods and services picks up. That's not exactly true. Demand is a key engine of employment, but the nearer obstacle is the slack in the job market. What do I mean by slack? Consider: If you're an employer and business is getting stronger, you'll think about adding work hours. But that doesn't necessarily mean hiring unemployed workers. It might mean asking more out of your current payroll (average weekly work hours today are at 33.1 hours, and all-time low is 33.0) or making part-time workers full-time. The number of workers working part-time because of the economy (not by choice) has jumped by 4.1 million since December 2007.

Before we see that 9.7% figure fall dramatically, the economy will start by absorbing 4.1 million part-time workers.

3. Get ready for another jobless recovery.

The unemployment rate tells us what percent of the labor force does not have a job. It does not tell us whether Americans are unemployed because they just lost their job (indicated by a high job separation rate), or because they have been out of job for an extended period of time (indicated by a low job finding rate). Today half of unemployed 9.7% has been out of work for more than 27 weeks, the highest number on record. This graph helps to explain why.

Change in log rates



More than 95 percent of the change in the unemployment rate since the beginning of the recession is due, not to job separation, but record-low job finding. "During the past three recessions," CF explains, "the decline in the job finding rate has been playing a bigger role in unemployment rate fluctuations. Relative to the change in separations, the job finding rate changed (declined) much more in the last three episodes." In other words, what we're looking at is something like the mother of all hiring crises. —Derek Johnson

Reprinted from *TheAtlantic.com* (March 25, 2010)
<http://www.theatlantic.com/business/archive/2010/03/the-mother-of-all-jobless-recoveries/38004/>

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Tips & Tricks for Job Hunters

Telephoning Like a Professional

Proper Telephone Etiquette is more important than ever in today's business environment. Much of our business communications takes place on the phone: in the office, at home, in the car, virtually anywhere. In this area, proper phone technique can make or break deals or relationships. The following are some guidelines to help you use the phone as a power tool.

* **Dial carefully and in proper lighting** to avoid calling a wrong number and inconveniencing others.

* Calling a business at or near closing time is un-thoughtful. When it is time to go home, after a long day, **do not delay them**. Make your call informative and short.

* **Calling at sleep and family time is also bad**. You would not want to call when there is the possibility that person may be asleep. For example on a work morning before 7:00 a.m. would not be a good time. After 9:00 to 10:00 p.m. in the evening is not a good time, and remember to avoid calls around the usual period most people will be eating.

* Let the telephone **ring a reasonable length of time**. It is frustrating to just get to the telephone and hear a dial tone.

* If you dial a number that is wrong, **apologize promptly and hang-up**.

* **Respect the front desk**. Be polite to the "gatekeepers," i.e. secretaries, receptionists, etc., that answer the phone for your business contact. They are the ones who have the power put you through, (or not) at 4:55 pm on Friday, when their boss is getting ready to leave the office. E.g., a greeting such as, "Good morning, this is Penny Jones, I'm returning a call from John Jones, is he available?" is a bit of etiquette well spent in the long run.

* **Offer an appropriate greeting** when you've reached your party or have been called. The proper way to answer the telephone is "Hello, this is [name]." If your call has been expected, remind them of the prior conversation and appointment. People get busy and can seem surprised until you remind them of where they should remember you from. If your call is not expected, unless it will be a short call, ask the party if they have the time for you.

* **Enunciate with consideration**. Speak clearly and precisely (it is embarrassing to be asked to repeat what you are saying). Your voice reflects your courtesy, so since the person on the other end of the line cannot see your facial expressions your "tone of voice" will need to express this.

* **Answer with professionalism**. When answering for business, be sure to identify yourself (and your company, if applicable). If answering someone else's line, be sure to include their name in your greeting, so that the other party does not think they have reached a wrong number. For example, if answering Jim Smith's line, Bob Johnson would answer the phone "Jim Smith's line, Bob Johnson speaking" and then take a message or handle the call, depending on how your office works. Employ active listening noises such as "yes" or "I see" or "great". This lets the other person know that you care about what they have to say. Conversely, simply answering "yes" is a curt and inappropriate response. The person making the call draws a very quick conclusion, which is to think of that person as cold and aloof, and hesitate to communicate readily.

* **Finish with a gracious good-bye**. This leaves the door open for further communication. Remember, in this global marketplace, some of the most powerful business relationships have been between people who have never seen each other.



Cheryl Simbulan (pictured) is a new breed of lawyer: one who is also an award-winning musician.

Having started out as a recording artist signed to BMG Records-Philippines since 15 years of age, Cheryl has received 2 gold record awards for

Student Success Stories: Cheryl Simbulan

her albums. She discovered that while constantly surrounded by contracts, that line of work was—oddly enough—something she loved almost as much as making music.

After enrolling at UWLA, Cheryl has since mentored for Contracts and competed in the National Criminal Procedure Moot Court competition in October 2010. She said that being part of the competition was the "highlight of her law school

career" and that, "preparing for it as intensely as we all did has built my confidence in ways I did not even know I was capable of...it shed light on areas I did not even know I expressed such a desire for; it helped me find my passion for law; it showed me the direction I wished to pursue. It motivated me to realize that so long as I put in the hard work, I can succeed, just as anyone else can."

She credits her success to being open to receiving cri-

tique and advice from mentors, counselors, and guides as to her studies, goals, and career plans. As a result, she has *also* landed some great internship positions along the way, including time spent at a real estate investment firm and most recently accepting a position with renowned Hollywood filmmaker David Lynch's Music Foundation project (a perfect blend of her skills and talents). We know that she will continue to succeed and be a role model for many more UWLA students!

The Job Market



These listings (AND MORE!) can also be found on the UWLA website at:
<http://www.uwla.edu/StudentLife/StudentEmployment.aspx>



Executive Assistant, U.S. District Court

The United States District Court, Central District of California, seeks an Executive Assistant to the Clerk of the Court in Los Angeles. Salary range is \$61,294 - \$99,671 with full federal benefits.

Position Details

This position acts as a confidential administrative assistant and office manager to the executive office of the Clerk. This person will be a source

of information to all judges and chamber staff on behalf of the Clerk. This person shall: take minutes as required; coordinate and schedule all court committee meetings and district events; handle routine correspondence; prepare agendas and supporting material; manage the Clerk's daily calendar; screen incoming mail and distribute as needed, among others.

Qualifications

Law office or court experience preferred. 2 years of general clerical/ secretarial experience (such as a law clerk) plus 4 total years of specialized clerical work (such as a law clerk). Must type 60 wpm, be U.S. citizen or lawful permanent resident, pass FBI background check. Excellent communication skills and thorough knowledge of United States Court System.

Candidates must download application which can be found at:

www.cacd.uscourts.gov

The Court will only contact those individuals with whom it will be meeting. For more info, contact:

United States District Court
Human Resources Dept.

312 North Spring St. Rm 535
Los Angeles, CA 90012

Student Assistant

The State Compensation Insurance Fund, a California state-mandated agency, seeks two (2) student assistants/ law clerks immediately. Pay is approximately \$11.00/ hour depending upon academic factors. The position will start promptly upon completion of the application and interview process.

Position Details

Established in 1914 by the state legislature, State Fund is California's largest provider of workers' compensation insurance. SCIF law clerks will assist staff counsel in litigation and other projects under close supervision of staff counsel. This is a 1-year contract extendable to 2 years.

Qualifications

SCIF seeks a 2nd or 3rd year law student from an ABA or CBE-accredited law school. Successful candidates will work full-time when class is in session and 8-16 hours/ week when class is not in session. To apply, send resume and transcript to Gary D. Cunial at:

gdcunial@SCIF.com, or fax to 818-291-7881.

Fellowship Opportunity for Armenian Students

Neighborhood Legal Services of Los Angeles County (NLSLA) created a Fellowship in which an Armenian-speaking law school graduate will focus on the legal needs of the low income Armenian-speaking community.

The Fellow will be housed in the NLSLA Adams Square Offices located in the City of Glendale.

The Fellow works closely with advocates throughout LA County's Armenian American community to identify legal needs of low income Armenian Americans through research, community education and legal representation.

Work includes legal research, preparation of policy reports, community education and developing litigation strategies,

including client representation and case management. Applicants should be recent law school grads or graduate by 2011. Excellent communication skills, proficiency in Armenian required. Term is 2 years from September 2011 - August 2013. Competitive compensation and benefits DOE.

To apply, Applications should contain a cover letter, resume, two letters of recommenda-

tion, at least one unedited, unpublished writing sample, and an official law school transcript. Complete applications (including transcripts and recommendations) must be postmarked no later than **January 18, 2011**. Interested candidates should submit application materials and inquiries to DTFELLOW@NLS-LA.ORG. Fellow selection announcement anticipated March 1, 2011.

Important Reminder

Be sure to attend the UWLA Career Fair on Wednesday, March 2, 2011 from 5:00 to 6:30pm at the San Fernando Valley campus in Chatsworth! This will be a very easy way to network with legal professionals and professional organizations.

Food, drinks, and prizes will be available at the event.

It's also RIGHT BEFORE CLASS- how convenient!

Contact SCain@UWLA.edu for more info.

For a complete calendar, visit: www.uwla.edu.

The mission of the University of West Los Angeles (UWLA) is to be a leader in offering affordable legal education to men and women from diverse educational, occupational, cultural, and ethnic backgrounds, without regard to age, sexual orientation or disability—especially to those who must study part-time—so as to contribute to the democratization of the legal community.

We apply our mission of being a leading Los Angeles law school to our programs, practices and policies in practical ways by striving to achieve these goals:

- To provide an effective and relevant curriculum and optimized learning environment to assist students in achieving their educational objectives
- To offer academic support and mentorship to help students successfully complete their programs
- To maintain admissions policies and program scheduling to offer access to qualified students who may not otherwise have an opportunity to pursue a legal education
- To maintain a professional and well-qualified full-time and adjunct faculty
- To provide students with experience in practical applications of the law
- To offer to the community continuing legal education and non-credit law-related courses
- To enhance and sustain the active involvement of students, alumni, faculty, administrators, and members of the Board of Trustees in promoting the welfare of the UWLA community

Student Message Board

This is your space- it's FREE!

Do you have something to sell that other students would be willing to buy, i.e. textbooks? Do you need to find a roommate to help pay the bills? Are you trying to get folks together for a non-law school-related activity to save your sanity?

If so, consider placing an ad in the Student Message Board section of *The Legal Scout*. Simply email the Career Development Office at SCain@UWLA.edu and—after a brief review to ensure that university guide-

lines are met—the ad will be included in the next edition of the newsletter (or, if you have an emergency/highly important notice, it can be sent along with other relevant Career Development news in regularly scheduled periodic emails to the student body). Take advantage of this opportunity to reach all of your fellow students while saving valuable phone minutes, text messages, and time sunk on emails!

All ads are subject to editing for length and content.

SAMPLE: Finals Study Group!

Hi everyone!

We just wanted to let you know that a group of students will be meeting every Saturday morning from 9am-2pm at the SFV campus for 3 weeks prior to Fall Finals Period. We will be studying and discussing every class (or at least the classes that the attendees are currently in). Feel free to stop by—we'll be getting pizza and drinks!

Sidenote: Professor John Smith said that if we

get over 15 students to verify that they will be attending, he will come and personally help us out.

Thanks Professor Smith!

If you are interested, contact John Doe via email at JDoe@SuccessfulLawStudent.com.