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POSITION: PART-TIME LAW CLERK INTERNSHIP  
LOCATION: PITTSBURGH (DOWNTOWN)

### **IMMIGRATION LAW CLERK INTERNSHIP**

Law Offices of Kristen A Schneck LLC is seeking a part-time law clerk intern for an opening in our high-energy award-winning boutique immigration law firm. We handle all types of immigration matters for family based, employment based, asylum, victims of crime or abuse and removal defense clients. If you are interested in a hands-on learning experience, we have the opportunity for you.

The ideal candidate should be a 2L or 3L and will do research and write legal memoranda for use in filings to the U.S. Citizenship and Immigration Services (USCIS), Department of State (DOS) and Executive Office for Immigration Review (EOIR), under the supervision of Attorneys Schneck and Abdullah. The candidate should be detail oriented, able to multi-task and able to prioritize work. Proficiency with Microsoft Word and Excel, Lexus Nexus and Westlaw is required. Foreign language speaking ability is preferred, but not required. Must have taken the Immigration Law course or in the alternative, participated in the Immigration Law Clinic, or will do so in the upcoming Spring Semester. We are looking for enthusiastic, self-motivated individuals, able to work with minimal supervision, with strong organizational and time management skills. Excellent verbal and written communication and interpersonal skills required. Candidate may be required to meet and work with clients always under the supervision of one of our Attorneys. Candidate must have a genuine interest in being of service to others and passionate about helping immigrants. The internship is a paid position at an hourly rate commensurate with previous experience.

To apply, send a cover letter, resume, legal writing sample, and list of references to [contact@schneckimmigrationlaw.com](mailto:contact@schneckimmigrationlaw.com). The writing sample should be your own work (not a collaborative work) and may be of any length.

#### Duties and Responsibilities:

- Provide support to attorneys in the Immigration practice.
- Prepare correspondence, immigration-documents and forms and other assignments as delegated.
- Organize case documentation, evidence and exhibits for submission.
- Participate in client interviews and prepare initial drafts of asylum statements.