

Top Students, Great Attorneys.

Win-Win for Everyone.

Hire a UW Law Student through the Work Study Program.

Work Study allows legal employers to hire talented law students at a fraction of the traditional cost. Under the Work Study program, an employer pays only 20-35% of the student's wages. The remainder of the law student's compensation is funded by a state or federal Work Study program. As a result, legal employers can pay as little as a few dollars-per-hour for a law student employee.

A Win-Win Employment Option

Work Study positions give employers access to law student employees at a substantially reduced cost. At the same time, Work Study positions help students develop valuable career skills and earn an income while managing their student loan debt.

Eligibility and the Hiring Process

After completing their 1L studies, Work Study law students may work up to 19-hours-per-week during the academic year and full time during academic breaks and summer quarter. Both profit-seeking businesses and community service organizations are eligible to hire law students through the Work Study program. For answers to frequently asked Work Study questions, including how to hire a UW law student for a Work Study position, please see the other side of this page.



The University of Washington School of Law is one of the nation's top 10 public law schools and the Pacific Northwest's highest-ranked law school.

With its small class size (180) and student-faculty ratio (11:1), the School offers a collaborative environment that promotes students' professional development.

We attract outstanding students:

The entering Class of 2011 had a median GPA of 3.72 and median LSAT of 163 (91st percentile).

MISSION: To educate UW School of Law students and alumni to successfully manage their lifelong careers.

Center for Career Planning & Public Service
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UNIVERSITY of WASHINGTON

How to Hire a UW Law Student Through Work Study

1. Employers first complete the Higher Education Coordinating Board Employment Contract. A copy of the contract can be located online at <http://www.washington.edu/students/osfa/hecbagree.pdf>.
2. Employers submit a job description to the University of Washington Work Study Office. Job descriptions for new positions are accepted year-round, however, the Work Study Office recommends that employers submit job descriptions for academic year positions by September 1, and job descriptions for full-time Summer Work Study positions by June 1 of each year. Legal employers seeking a full-time Summer Work Study student are encouraged to submit job descriptions as early in the year as possible, preferably in March or April when law students are traditionally considering their summer employment options. Job descriptions should be accurate, thorough, and interesting. Descriptions should set out the requirements and duties of the job in detail, and must list the possible educational benefit to be derived by the student employee.
3. Employers post their Work Study job openings to Symplicity, a web-based job posting service used by the Law School Career Planning Office and UW law students. Symplicity is a primary vehicle used by UW law students to find information about job openings. Employers who do not post to Symplicity risk having their posting missed by the majority of law students. For information on how to register for and post to Symplicity, see <http://www.law.washington.edu/Career/Employers/default.aspx>.
4. Students will view the job descriptions and postings, and self-refer to schedule job interviews.

Frequently Asked Questions About Work Study

Are profit-seeking businesses eligible to participate in the Work Study program?

Yes. Private firms and profit-seeking businesses are eligible to participate in the State of Washington Work Study Program. Community service organizations and government agencies are eligible to employ students through both the State of Washington Work Study Program AND the Federal Community Service Work Study Program.

What restrictions does the Work Study program place on the type of work a student may perform, or the type of position that a student may fill?

Work Study positions should provide students with relevant, career-related work experience and the opportunity to apply their legal skills and classroom knowledge to real-world situations. Employers are required to list the possible educational benefits to be derived by the student in the job description they provide to the University of Washington Work Study Office. Positions that entail primarily clerical duties, retail sales, and general labor are not permitted. Employment of a Work Study student may not displace regular, full-time staff positions, and Work Study students may not fill positions that have been occupied by regular employees during the current or prior year. Work Study positions must be non-sectarian and non-political.

How many hours may a law student be employed in a Work Study position?

A law student employed in a Work Study position may work up to 19 hours per week during the academic year. During academic breaks and summer quarter, students may work full time. UW law school students are asked not to pursue employment during their 1L academic year. Therefore, law school students will first become eligible for Work Study employment during the summer following their 1L year.

What are my responsibilities and obligations as a Work Study employer?

Employers are responsible for monitoring the student's work hours so that the total gross earnings do not exceed the amount of the student's Work Study award.

How does a Work Study student get paid?

Work Study students must be paid on an hourly basis. The pay rate must be the same as the compensation paid for comparable, non-Work Study positions. Law students are traditionally compensated between \$15-25 dollars-per-hour. Under the Off-Campus Work Study Program, an employer will initially pay 100% of the student's wages. The employer then submits UW Off Campus Time Sheets to the Work Study Office for reimbursement. Wages paid in accordance with Work Study guidelines are eligible for reimbursement of 65-80 percent of gross wages. (For-profit employers are reimbursed at a rate of 65% of gross wages.) Employer reimbursement is made on a monthly basis. At the outset of Work Study employment, the Work Study Office will advise an employer of the maximum amount a student is eligible to earn during the course of employment. Employers are responsible for monitoring the student's work hours so that the total gross earnings do not exceed the amount of the student's Work Study award. Once a student has earned all of his or her Work Study award, an employer is responsible for 100% of any additional wages earned by the student unless the student is approved for additional Work Study funds.