

## INTERNSHIP JOB DESCRIPTION

### About Organization

Brief informational about your organization.

The Immigration Law Offices of Richard A. Hujber is dedicated to excellence in the practice of immigration law at all levels. Our clients include businesses, investors, and families from all around the world, from West Palm Beach, Florida to Beijing, China, and from 59 countries in between. The firm primarily focuses on immigration law, but also deals in real estate, business, criminal defense, and personal injury law as needed by clients. Although over 90% of the firm's cases are immigration law related, some of its immigrant clients require assistance in the other areas of law as it directly relates to their immigration proceedings. The firm therefore assists those clients as needed.

### Internship Title

Immigration Law Internship

### Duration and Hours of Internship

Days, times and if weekends or evenings are required

\*Interns should not work more than 20 hours per week except during non-class periods

Each semester:

- Fall (August – December)
- Winter (January – May)
- Summer (May – August)

Hours will vary based on the Intern's class schedule. Humanities Center Interns work, at minimum, 10 hours per week over the course of 14 weeks (totaling 140 hours).

### Class Level/Major Sought

Class level (ex. Freshman, Sophomore, Junior or Senior), and major desired.

No class level is required, but all students must have completed at least COMP 1500.

### Compensation

Brief description of the pay structure (ex. commissioned, salaried etc.).

Unpaid.

### Supervisor

Whom will the intern report to?

Louize Fiore at [lfiore@hujberlaw.com](mailto:lfiore@hujberlaw.com)

Prof. Stephen Levitt, Department of History and Political Science; [levitts@nova.edu](mailto:levitts@nova.edu). Internship is taken for credit through the Department of History and Political Science. LGST 4950 - Internship in Legal Studies (3 credits) can be applied towards the Legal Studies major.

### Travel

Will the person be required to travel off campus? If so, add location.

5/22/19 DK

Yes. Immigration Law Offices of Richard A. Hujber, P.A., 703 West Boynton Beach Blvd., Boynton Beach, FL 33426

### **Internship Objective**

Statement is generally a summary designed to familiarize the reader to the general nature, level, purpose and objective of the internship. The summary should describe the broad function and scope of the internship and be no longer than three to four sentences.

The goal of internship is to support the legal support offered by the Immigration Law Offices of Richard A. Hujber to its clients. The firm is looking for an intern for about 15 to 20 hours a week (part-time) who can assist with legal research, drafting motions (i.e. Motion to Change Venue, Motion to Withdraw, Motion to Continue), and assisting in reviewing evidence packages for CIS, CBP, ICE, EOIR, and/or DHS. The area of law is very political, and the work involves drafting letters and/or presentations to congressional representatives for the purpose of propelling immigration reform. Therefore, students pursuing a legal studies or political science degree are preferred.

### **Duties or Tasks Performed**

Bullets contains principal duties, continuing responsibilities and accountability of the intern. The list should contain every essential job duty or responsibility that is critical to the successful performance of the job.

Interns will be expected to

- Assist with legal research
- Assist in drafting motions
- Assist in reviewing evidence packages
- Assist in drafting letters and/or presentations to congressional representatives

### **Job Specifications, Standards and Requirements**

The minimum qualifications needed to perform the essential functions of the job-education, experience, knowledge and skills. Any critical skills and expertise needed for the job should be included.

- Preference given to political science and/or legal studies majors
- Must have independent mode of transportation

### **Non-Essential Functions**

That are not essential to the position or any marginal tasks that might be performed by the person in the position.

### **Special Requirements**

Are there any additional requirements? (ex. Ability to work nights).

**Students are eligible to earn 2 ExEL units**