



Career Services Office

Jobs/Scholarships Posting Submission Form

Submit to: careerservices@tmslaw.tsu.edu

Thank you for your interest in recruiting students and alumni from Texas Southern University, Thurgood Marshall School of Law (TMSL). To help streamline the process of posting, we have created this Jobs/Scholarships Submission Form. To post a position in our virtual job bank hosted on Symplicity, simply complete this form, save your changes, and email it to careerservices@tmslaw.tsu.edu. Jobs/Scholarships are typically posted within 1-2 business days.

For employers who are familiar with [Symplicity](#), you may create an account or log into an existing account to post, edit, or review your posting, view applications and more.

Section I: Employer Information

Employer Name

Has this employer previously posted a position with the Career Services Office at Thurgood Marshall?

Yes

No

Unsure

Employer Address (Include city, state & zip code)

Contact Name

Contact Title

Contact E-mail Address

Contact Phone Number

Position Details

Job Title

Position Description

Position Practice Areas (List all that apply)

Compensation Type

Salary

Stipend

Hourly/Weekly/Monthly

Academic Credit Available

Unpaid

Compensation Details

Locations

*If hiring for locations other than the one listed above, please list the City and State for each location. If the position is available Nationwide, please type Nationwide.

Applicant Information

Target Candidates (Select all who may apply)

1L

2L

3L

Recent Graduate* Bar Results Pending

Recent Graduate* Licensed

Alumni

Hiring Criteria (i.e. Law Journal, Moot Court Experience).

Application Details

Application Deadline

*The default posting expiration date is one month after the position is posted. After one month, you may choose to extend the posting if the position is still open, which will move the posting to the top of the Job Bank.

Type of Opportunity

Student Position (Law Clerk, Intern, Etc.)
Attorney Position
J.D. Advantage Position
Fellowship
Scholarship

Hiring Timeline

Immediate Hire (or until filled)
Summer Position
Fall Position
Spring Position
Future, but apply in advance

Application Receipt Methods (Choose all that apply)

E-mail (Preferred): Candidates apply through Symplicity and the Contact receives an email for each application at the time it is submitted.

Accumulate Online: Candidates apply through Symplicity and the Contact receives one email with all of the applications after the posting is closed. You may log in to Symplicity at any time to view applications.

Other

Requested Documents (in addition to the resume) (Choose all that apply)

Cover Letter Unofficial Transcript Writing Sample
Separate Application
Other

Requested Documents: Notes or Special Instructions

Additional Requests

By checking this box, I certify that the information contained in this submission form is true and accurate and that I have received and agree to the terms of the CSO's non-discrimination policy.

Yes

Disclaimer: The Career Services Office at Thurgood Marshall School of Law reserves the right not to post or to remove a job posting at any time for any reason, including a failure to comply with its non-discrimination policy.