



Office of Career & Professional Development Jobs/Scholarships Posting Submission Form Submit to: tmslcareers@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 an opportunity in our virtual job bank hosted on Symplicity, simply complete this form, save your changes, and email it to tmslcareers@tmslaw.tsu.edu. Jobs/Scholarships are typically posted by the following business day.

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 with the Office of Career & Professional Development 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

Hiring Timeline

Student Position (Law Clerk, Intern, Etc.)

Immediate Hire (or until filled)

Attorney Position

Summer Position

J.D. Advantage Position

Fall Position

Fellowship

Spring Position

Scholarship

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 am aware that I can request a copy of the OCPD's non-discrimination policy at any time.

Yes

Disclaimer: The Office of Career & Professional Development 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.