

## **NCAA**

**Position:** Full-time law clerk (Summer 2012)

**Basic Function:** Perform legal research, prepare memoranda, prepare draft agreements, prepare correspondence, assist in intellectual property protection, and assist in litigation activities.

### **Duties and Responsibilities:**

Draft letters, memoranda, and other correspondence in response to general inquiries received under the supervision of the office of the general counsel.

Under the supervision of the office of the general counsel, respond to general NCAA staff inquiries.

Research issues of law and prepare memoranda regarding same for the office of the general counsel.

Conduct investigation of intellectual property infringements, prepare cease and desist correspondence when appropriate, organize infringement activity and NCAA response, and conduct follow-up communication when appropriate.

### **Preferred Qualifications and Minimum Requirements:**

1. Bachelor's degree (required).
2. Current law student, completion of second year of law school prior to summer of 2012 (required).
3. Good interpersonal skills with the ability and desire to assist others in a diplomatic and courteous manner.
4. Electronic legal research experience.
5. Proficiency with various computer applications.
6. Strong writing skills.

### **Principal Contacts:**

Internal - Daily routine will require internal communication with the office of the general counsel and with various internal clients.

**Please include your resume, cover letter, three (3) references and an unofficial copy of your law school transcript with the online application. (Please PDF all the materials into one document when prompted to upload resume.)**

\*\*\* **Only** if you are unable to upload and/or attach a copy of your law school transcript, should you mail, e-mail or fax your transcript to the contact listed below. Please be sure to include your name and contact information on all correspondence.

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LINK:

<http://tbe.taleo.net/NA5/ats/careers/requisition.jsp?org=NCAA&cws=1&rid=537&source=LawStudentJobs.net>