

Student Legal Services Attorney

About This Role:

Student Support & Accountability in the Division of Academic Success & Student Affairs is seeking a Student Legal Services Staff Attorney. The staff attorney will provide free, confidential, legal assistance to Kansas State University (KSU) student clients. Consistent with that goal, Legal Services is also engaged in an on-going educational effort, using social media, marketing, and speaking engagements, to inform students of their legal rights and responsibilities. For full job description please visit: <https://www.k-state.edu/legal/>

About Us:

Student Legal Services (SLS) in the Division of Academic Success & Student Affairs at Kansas State University has been providing free, confidential legal advice to students since 1971. The purpose of the office is to educate students about their legal rights and responsibilities, assist students as they resolve legal issues currently facing them, and equip students with the skills necessary to manage legal situations in the future.

50% -Student Advisement

Specific Duties:

- Provide free, confidential, general legal counseling and advice to any student who has paid the student services fee. Typical topics include landlord tenant matters, consumer issues, contract/lease reviews, and criminal and traffic cases.
- Meet with students personally, answer emails and phone calls.
- Advise student groups regarding risk management.
- Research into legal issues presented by clients.

15% - Litigation/Court Appearances

Specific Duties:

- Limited litigation and court appearances in the following areas: misdemeanor criminal matters (arraignment and diversion conference), uncontested divorces under limited circumstances, traffic tickets, expungements and name changes.
- Negotiate and meet with city and county prosecutors.
- Follow-up communications/meetings with clients.
 - *Excluded services: fee generating cases; cases against KSU or its' affiliated agencies; student versus student cases, except in the case of uncontested divorces when one student waives the right to representation by Student Legal Services; securities cases; immigration matters; copyright and patent cases; bankruptcy cases; real estate transactions, probate or entrepreneurial problems; felonies; contested divorces or decree modifications, including child custody, support and/or visitation; cases which can be brought in small claims court; cases requiring travel outside Manhattan, KS; and defense of misdemeanors occurring on the KSU campus or misdemeanors of which KSU is a victim or to which KSU employees are witnesses.*

10% - Legal Documentation

Specific Duties:

- Preparation of legal documents and pleadings including wills, affidavits, powers of attorney/apostilles, letters, petitions, orders/decrees, entries of appearance. Maintain files through proper university file management system.

10% - Education and Outreach

Specific Duties:

- Educate students about their legal rights and responsibilities by giving presentations to student groups, classes, residence halls and Fraternity and Sorority houses.

10% - Off-Campus Housing

Specific Duties:

- Provide relevant support/information to students regarding off-campus housing support including landlord tenant issues. At times requiring sharing resources and connecting to other campus partners. · If funding is available through Student Government Association, position may provide supervision to the Off-Campus Housing Support student employee.

5% - Other Duties

Specific Duties:

- Marketing
- Notary public
- Referrals to private attorneys or other resources
- Unit budget
- Compliance with continuing legal education requirements
- Facilitate and monitor electronic evaluations of SLS.

To apply for the position please visit: <https://careers.k-state.edu/>

Any questions may be directed to:

Andy Thompson

Assistant Vice President and Senior Associate Dean of Students

Student Support and Accountability

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