

File Clerk – Innocence Project
WMU-Cooley Law School
Lansing, MI

Western Michigan University Cooley Law School seeks a Part-Time File Clerk for the Innocence Project to work up to 15 hours per week at its Lansing campus. The Innocence Project provides hands-on learning opportunities to law and undergraduate students and free legal representation to Michigan prisoners whose innocence may be proven through post-conviction DNA testing or by challenging unreliable forensic practices. The File Clerk supports the work of the grant attorneys and the Innocence Project's collaboration with the state's conviction integrity units. The File Clerk works with IP staff to identify and evaluate cases in which the prisoner's innocence may be proven through expert re-evaluation or forensic testing.

Successful candidates will possess all or many of the following qualifications and/or skills: An associate's degree, bachelor's or Juris Doctor (JD) preferred; a minimum of six months of criminal law practice or experience as a legal intern; strong writing, proofreading, and interviewing skills; ability to multi-task and meet deadlines; knowledge of MS Office and Google Suite. Ability to handle confidential information and comfort dealing with the public in a position of high visibility, function independently, be self-motivated, and interact positively with individuals from a variety of diverse backgrounds.

Please send a cover letter and resume via e-mail to hr@cooley.edu. Please include "IP File Clerk" in the subject line. Ms. Viktoria Metcalfe, Human Resources Generalist, Western Michigan University Cooley Law School, 300 S. Capitol Ave, Lansing MI, 48933. First consideration will be given to those who apply before November 30, 2022. We are an equal employment opportunity employer. For further information about WMU-Cooley Law School, please visit www.cooley.edu.