

July 19, 2023

Dear PDAP Members:

I hope this note finds you well. As we plan for a new academic year, I am writing to offer our assistance with recruitment needs you might have for internship and attorney positions. At the Thomas R. Kline School of Law of Duquesne University, we encourage our students and alumni to pursue public-service minded endeavors with the judiciary, government, and public interest organizations. To that end, the Career Services Office (CSO) is committed to bringing these opportunities to the attention of our students and alumni as you seek to fill these important positions.

In-Person & Remote Internships

The CSO invites you to post internship, part-time, and full-time positions with us as you look to hire law students, recent graduates, and more experienced alumni for school-year, summer, or post-graduate professional experiences. With regard to internships, while we fully recognize that in-person internships are ideal, we are here to help in the event you will consider remote internships where the intern can focus on research, drafting, and other responsibilities that can be done virtually under your supervision. Students may be eligible for externship academic credit for these positions, and in those instances, they will coordinate their externship with Professor Grace Orsatti, our Externship and Pro Bono Director.

A note about remote internships: If you have projects or assignments that could be completed outside of traditional office hours, remote internships would be ideal for students who are in our Evening Division and often have work commitments during the day. These students are eager to gain legal experience and develop valuable skills through internships, and I would be happy to talk with you about this possibility. A similar remote project has been established this summer with the Joint State Government Commission in Harrisburg. Working with JSGS staff attorneys, two of our students are providing research and drafting on a joint resolution referred to the JSGC by the House and Senate.

Attorney Positions

Any time you are looking to fill current attorney vacancies, at any point in the year, you are welcome to send the information to us so we can post it for Duquesne Kline School of Law alumni and recent graduates. If you anticipate future vacancies for which you will consider graduating students, the CSO will share those details with our current graduating class. Across the Commonwealth and beyond, we have successfully assisted public defender offices as they interviewed students for Public Defender positions during the school year for positions that began after the person took the bar exam. In these instances, both the employers and students appreciated that the positions were secured well in advance.

Application & Interview Assistance

At Duquesne Kline School of Law, we offer Fall and Spring Recruitment Programs where we invite employers to interview our students and recent graduates for internship, law clerk, and post-graduate positions. Through our formal recruitment program, the CSO will assist in the collection of application materials and scheduling interviews with the candidates you select for further consideration. Interviews can be in-person (at your office or at the law school) or virtual. Employers that would like to participate in our formal recruitment programs should [register online](#). We are registering employers for the 2023 Fall Recruitment Program now, and interviews will take place between July 31 – November 10. (The 2024 Spring Recruitment Program will begin in January 2024, and registration information will be made available online in November.)

The CSO is here to assist with any recruitment efforts you have, whether you participate in our formal recruitment programs or simply want to post your positions on our jobs board, DuqLawConnect. If you would like to post internships or jobs on DuqLawConnect, please feel free to email the information to me directly or complete our [online job posting form](#).

I hope we can assist you with your hiring needs, and I'll gladly answer any questions you have or provide additional information that will be helpful to you. I can be reached at comas@duq.edu or (412) 396-6279. Thank you for your consideration.

Best regards,
Maria D. Comas
Assistant Dean of Career Services