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<b>Job Title</b>	Staff Attorney
<b>PVN ID</b>	VU-2402-006118
<b>Category</b>	Instruction and Social Service
<b>Location</b>	OFFICE OF SR VC FOR UNIVERSITY RELATIONS
<b>Department</b>	
<b>Status</b>	Part Time
<b>Hourly Rate</b>	\$47.00-\$47.00
<b>Hour(s) a Week</b>	14.00-19.00
<b>Closing Date</b>	Apr 08, 2024 (Or Until Filled)

## General Description

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CUNY Citizenship Now! We are the largest university legal assistance program in the nation, providing free and confidential citizenship and immigration law services. We believe in empowering immigrants so that they are in control of their immigration case, a model of legal assistance called pro se. Through this model, our attorneys and paralegals helped more than 7,600 individuals last year, all on the path to citizenship. In addition to our one-on-one services, we have also develop an event model to help large groups with their immigration applications. The model is nationally recognized, has been implemented by other organizations, and has served thousands of immigrants who cannot afford to pay for private attorneys. We also work with our partners to offer Civics classes and workshops about immigrant rights, business creation, and finances.

Reporting to the Managing Attorney for the City Council Program, the Staff Attorney will provide consultations on immigration-related issues and application assistance at New York City Council Member sites, Community Based Organizations and events. The Staff Attorney will primarily focus on providing legal assistance in the areas of naturalization and family based immigration law.

## Other Duties

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### Duties and Responsibilities:

- Assists participants in the completion and review of immigration application/petitions
- Reviews and authorizes release of applications and petitions completed by paralegal staff
- Ensures that staff and volunteers are complying with work policies and procedures
- Conducts immigration workshops and seminars to benefit staff, participants, and targeted communities
- Interprets immigration laws, rulings, and regulations for staff and community partners
- Analyzes complex immigration case types e.g. criminal convictions and fraud
- Ensures data and reports are compiled on the services rendered

- Reports regularly to Managing Attorney on the provision of services and outreach to the community
- Other duties as assigned

## Qualifications

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### Knowledge, Skills and Abilities:

- J.D. and State Bar admission
- Some immigration experience and/or passion about immigrant issues preferred
- Second language requirement is preferred
- Excellent supervisory skills including the ability to oversee and guide the work product and professional development of staff and volunteers
- Ability to work in an open environment with limited privacy
- Excellent communications, interpersonal, writing and legal writing skills; customer service focus
- Flexibility, self-motivation and the ability to motivate others
- Ability to work independently as well as with a team in order to further the mission of CCN!
- Willingness to work on weekends and/or occasional evenings
- This is a hybrid position with a least two days in office and requires travel within NYC