



Job Title	Staff Attorney
PVN ID	VU-2509-007044
Category	Instruction and Social Service
Location	OFFICE OF SR VC FOR UNIVERSITY RELATIONS
Department	Cuny Citizenship Now!
Status	Full Time
Annual Salary	\$79,000.00 - \$81,000.00
Hour(s) a Week	35
Closing Date	Nov 26, 2025 (Or Until Filled)

General Description

We are the largest university-based legal assistance program in the nation, providing free, high-quality, and confidential immigration law services. We believe in empowering immigrants to take control of their immigration cases through a legal assistance model known as pro se. Using this approach, our attorneys and paralegals support thousands of individuals each year on their path to U.S. citizenship.

In addition to individualized services, we've developed a nationally recognized event-based model designed to assist large groups with their immigration applications. This innovative approach has been adopted by organizations nationwide and continues to expand access to legal support for immigrant communities

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, and events. The Staff Attorney will primarily focus on providing legal assistance in the areas of naturalization and family based immigration law.

Other Duties

- Counsels participants on immigration law and related issues
- 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
- This is a hybrid position with at least 2 days in office and requires travel within NYC

- Other duties as assigned

Qualifications

- 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