

## Jobs at UBalt

Click here (<http://www.ubalt.edu/jobs>) to view a list of current vacancies.

### **Senior Staff Attorney - Full-Time Contingent II, Grant-funded**

#### **School of Law**

**Vacancy number 301279**

Position Type: Contingent II (contractual) exempt position with benefits

Opens: 07/28/22 **Closes: Open Until Filled**

Salary: \$62,000-\$67,000

Immediate opening for a full-time contractual staff attorney with the Human Trafficking Prevention Project (HTPP), which is a pro bono partnership between the University of Baltimore School of Law and the Maryland Volunteer Lawyers Service (MVLS). The HTPP provides free legal services to survivors of human trafficking and those made most vulnerable to exploitation in an attempt to address the collateral consequences of their involvement with the criminal legal system and prevent future exploitation. The project also includes significant community outreach, education and training components.

This position is grant funded for two years and is housed at the University of Baltimore School of Law.

***We look forward to receiving your required electronic application with a cover letter and resume and learning about your interest in and qualifications for our vacancy. Please save your required cover letter and resume as one document and attach it in the resume location.***

#### **Key Responsibilities:**

1. Provide individual representation to survivors of trafficking and those populations put at highest risk of exploitation in criminal record relief cases including, but not limited to, expungement, shielding, vacatur and pardon cases; provide legal support and oversight to HTPP Junior Staff Attorney, as well as supervise UBalt Law legal externs.

2. In coordination with the Project Director and the Junior Staff Attorney, develop and execute an outreach plan to connect the HTPP with additional community-based service providers in Southern and

Western Maryland, as well as the Eastern Shore.

3. In partnership with MVLS, coordinate and lead the HTPP's community/client outreach efforts and project activities by planning and conducting on-site intake for clients at community partner agencies; along with the Junior Staff Attorney, screen all potential clients for project eligibility and complete intakes for HTPP legal assistance; conduct educational presentations, prepare outreach materials, and develop client referral relationships with other service providers; make client referrals as appropriate.

4. Meet client intake and case placement goals as required by the grant and established by the HTPP Project Director; timely enter client data in CLIO case management system and ensure that each client's case file includes relevant documents and up-to-date case notes; lead all staff attorney tracking and reporting efforts for grant reporting purposes, including accurately maintaining necessary records to meet reporting requirements required by the funders; assist with grant writing as needed.

**Education:** J.D. from an Accredited Law School

**Experience:**

- Admitted to the Maryland Bar
- 2 years of related legal experience
- Significant prior experience working with human trafficking survivors and/or other populations put at higher risk of exploitation, such as those trading sex, living in poverty, experiencing homelessness, or using drugs and/or alcohol
- Experience working in or with public systems, such as the education, child welfare, juvenile legal system, and/or criminal legal system
- Fluency, written and oral, in Spanish preferred
- Experience with record-keeping over multiple state and federal grants preferred

**Required Knowledge, Skills and Abilities:**

- Strong legal and analytical skills
- Strong written and oral communication skills
- Strong time management and organizational skills
- Able to work with diverse client populations
- Able to collaborate with legal partners and other community organizations and agencies
- Ability to identify and resolve problems quickly
- Ability to work independently and with a team
- Strong computer skills, including Microsoft Office Suite
- Familiarity with legal case management software
- This position requires frequent travel throughout Maryland. Valid driver's license and access to reliable transportation required.

The University of Baltimore ("UBalt" or "University") does not discriminate on the basis of sex, gender, race, religion, age, disability, national origin, ethnicity, sexual orientation, gender identity, or other legally protected characteristics in its programs, activities or employment practices. UBalt is an Equal Opportunity/Affirmative Action/ADA Compliant Employer & Title IX Institution.

**We appreciate your interest in our recruitment. Please review the information below before you**

**visit [http://www.ubalt.edu/candidate\\_gateway/erecruit.html](http://www.ubalt.edu/candidate_gateway/erecruit.html) (http://www.ubalt.edu/candidate\_gateway/erecruit.html) to apply.**

**We need to receive your electronic application in our system by the vacancy closing date in order to consider you for the vacancy. Information follows about submitting the electronic application and attaching your required cover letter and resume.**

## **Applicant Instructions: Using Candidate Gateway to View and Apply for UBalt Vacancies**

The Candidate Gateway system serves as your connection to The University of Baltimore's job application process. It is a free, safe and secure way for you to apply for the job you want, and it allows the Office of Human Resources to maintain accurate records. Your use of the system does not require you to surrender any of your rights to privacy or confidentiality during the application process. Only qualified members of UBalt's Human Resources team and members of the relevant search committee can access your application information. The search committee will not have access to any information you provide to HR for affirmative action reporting purposes.

Please read and print the information below before you apply, and refer to it as you enter your application.

### **NAVIGATION**

#### **A - COVER LETTER AND RESUME ATTACHMENT AND UPLOAD**

Before you apply:

**• Save one PDF or Word file with your cover letter, resume, and any additional information you would like to have considered.**

When you apply:

- In Candidate Gateway: Click "Browse" to access the Word or PDF document you saved with all of your documents.
- Then, click "Upload" to attach it.
- Click "Continue" to continue the application process.

#### **B - ENTER DATA ON THE FOLLOWING PAGES:**

Each page shows this display:

Previous Save Submit Close Application Careers Home NEXT

above and below the required data for the four categories shown above.

Click “Save” to save the data you entered on that page. The message “You have successfully submitted your job application.” confirms only that you entered that page of information into the system. You must click “Next” to continue and complete the entire application process.

1. Current and Prior Employment/Work Experience:

- Enter employment information relevant to your position of interest.
- You can use the first day of the month wherever dates are required.
- After you enter your work experience, click “Save,” then click “Next.”

2. Education/Education History and References:

- Use the dropdown to enter your highest education level. **Entering this information is required.**
- Then, only college and university information is required. Click the plus sign to the left of the “Postsecondary Education” link to enter that information.
- For country, enter USA or click the hourglass to select another country.
- You can use the first day of the month wherever dates are required.
- Click the plus sign to the left of “References” to enter two professional references.
- After you enter your education information and references, click “Save,” then click “Next.”

3. How did you find out about us/how did you find out about the job?

- After you enter this information, click “Save,” then click “Next.”

4. Online Questionnaire/Application Questionnaire: Answer the questions requiring a yes or no response. After you answer them, click “Submit.” This leads you to the Submit Online Application page.

## C – SUBMIT ONLINE APPLICATION

To apply for your selected job: When you reach the “Submit Online Application” page shown below, you must click “I agree to these terms” and then click the “Submit” button at the end of the screen. After you click “Submit,” then you will see this information at the top of your screen:

### My Applications

Thank you for your interest in employment at The University of Baltimore. HR will process your application documents for the search committee’s consideration.

Note: This screen will also show additional information about the selection process and Office of Human Resources contact information.

### Questions/Help

If you have trouble viewing our job postings or applying for the vacancy, contact [ubhrcareers@ubalt.edu](mailto:ubhrcareers@ubalt.edu) (mailto:pmason@ubalt.edu) for assistance.

### TO APPLY:

**External applicants:** Review the vacancy announcement at [http://www.ubalt.edu/candidate\\_gateway/erecruit.html](http://www.ubalt.edu/candidate_gateway/erecruit.html)

([http://www.ubalt.edu/candidate\\_gateway/erecruit.html](http://www.ubalt.edu/candidate_gateway/erecruit.html)) and click the external applicant link to apply.

**Internal applicants (students taking classes at UBalt and current employees)** with login and password for MyUBalt: use the internal applicant link, log into MyUBalt, then click the “View or Apply for Job Positions” link on the left.

<http://www.ubalt.edu/hr> (<https://myub.ubalt.edu/>, DanaInfo=[www.ubalt.edu/hr](http://www.ubalt.edu/hr))

- Never use the Internet Explorer “Back” and “Forward” arrows to navigate. You will lose the information you have submitted.
- To navigate between pages, use the “Next,” “Previous,” and “Return to Previous Page” buttons.
- Use the “Save” button to save your information so you can return to it later and complete your application. Using “Save” does not complete the process to apply for a job opening.

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