

# BBA Summer Jobs Program 2017



## Hire a Student—Make an impact!

### The Program

- The Boston Bar Association Summer Jobs Program is an integral part of Mayor Martin J. Walsh's Summer Jobs Program, which employs over 10,000 Boston teens each summer. With the help of over 40 law offices, we are one of the top ten largest private sector employers in the city.
- The Program is a long-time partnership between the BBA, the [City of Boston](#), the [Boston Public Schools](#) and the [Boston Private Industry Council](#) (PIC). Since its inception in 1993, the program has helped over 3000 Boston public high school students find summer employment in law firms and law offices in our community.
- Students who apply for the program are pre-screened and selected based on motivation, achievement, and potential. They attend an orientation session as well as weekly seminars on law-related topics and professional skills. Students are hired for a seven week period over the summer and are paid \$12/hour. In addition, employers are asked to contribute a \$150 administrative fee to the BBA.

### Why Hire a Student?

- Providing a high quality work experience for a local teenager exemplifies a commitment to investing in the future of our community. When you hire a Summer Jobs student, not only are you offering them a way to earn money for the summer, but you are helping them develop essential professional skills.
- The students can offer enthusiastic help in a busy office environment. Selected from a talented pool of applicants, the students are motivated and engaged individuals who have interest in learning about new career pathways. Many students are bilingual and possess strong technological skills, and all are capable of handling a variety of office projects.



**CONTACT:**  
Cassandra Shavney  
[cshavney@bostonbar.org](mailto:cshavney@bostonbar.org)  
(617) 778-1918



City of Boston | Massachusetts

Martin J. Walsh  
Mayor



**Boston Bar**  
ASSOCIATION



# SAMPLE TASKS FOR SUMMER JOBS STUDENTS

Employers can assign an intern to a specific department or practice area, such as accounting, library, IT or records, or rotate students throughout the office. We encourage you to solicit projects from different practice areas, and have found that administrative assistants and paralegals are some of the best resources for projects for the students.

## LIBRARY

- File treatise updates
- Inventory collection
- Data entry projects
- Shelve books

## ACCOUNTING

- File invoices
- Create new vendor files
- Data entry
- Assist with A/R

## IT

- Assist with equipment rollout
- Handle simple Help Desk inquiries
- Inventory & test equipment

## RECORDS DEPARTMENT

- Distribution of requested files
- Create files
- Data entry

## LITIGATION PARALEGAL

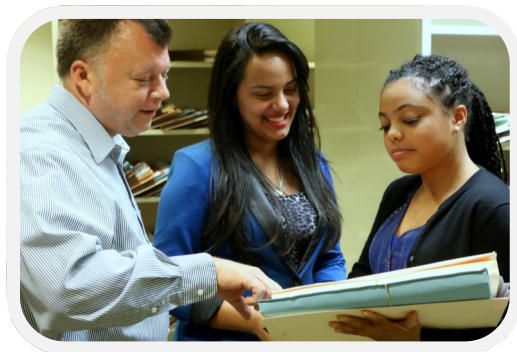
- Update dockets in the e-room
- Bates stamp documents
- Deposition preparation
- Create witness notebooks
- Organize workrooms
- Update pleading binders

## LEGAL PRACTICE GROUPS

- Organize documents & files
- Create files
- Verify documents against lists
- Conduct internet research
- Create indices & lists in excel
- Create binders with indices

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## BENEFITS FOR A SUMMER JOBS STUDENT



### MENTORING

Employers have the unique opportunity to mentor a Boston public high school student. In the past, interns have gone to lunch with partners, worked closely with summer associates, gained career advice, and received resume and college application help.

### ENRICHMENT SEMINARS

Once a week students attend an enrichment seminar at the BBA on various topics to promote professional development outside of the office. Past topics included:

- Mock City Council Hearing in the Boston City Council Chambers
- Exploring Legal Careers
- Financial Literacy
- Law 101
- Tour of the Supreme Judicial Court

