



Summer Jobs Program



Our Mission

We believe in expanding the diversity and inclusion pipeline to strengthen the future of the Boston legal community. Providing valuable summertime work opportunities for Boston's youth equips the workforce of the future with the skills necessary to succeed.

What is the BBA Summer Jobs Program?

The Boston Bar Association's Summer Jobs Program is a long time collaboration among 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 300 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, school attendance, and potential. They attend an orientation session as well as weekly seminars on legal topics, financial literacy and skills such as college applications and admission. Students are hired for an 8 week period over the summer, and are paid an average of \$9/hour or \$2,600. In addition, employers are asked to contribute a \$125 administrative fee to the BBA.

Benefits to the Community

Providing a high quality work experience for a local teenager is part of a commitment to the future of our community. When you hire a Summer Jobs student, not only are you providing them with a way to earn money for the summer, but you are helping them develop essential workplace skills. Experience has shown that participation in this program has increased the academic achievement and career aspirations of the students. In fact, many of the Program's graduates go on to college and law school, and some have even started careers as attorneys at Boston area firms.

Benefits to the Employer

Providing a mentoring experience for a young adult is always a rewarding experience. Summer Jobs 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.

Resources

The Boston Private Industry Council (PIC) helps prepare students before the summer through workshops on resume writing, interview skills, and professional behavior and etiquette. PIC will continue to provide support for the students and their employers if you need assistance during the summer. BBA staff are also available if you have any questions.

What Kind of Work Can Students Do?

Summer Jobs students contribute to law firms and offices by helping with filing, photocopying, data entry, errands, reception, and library tasks. Past employers have assigned students to work in the library, accounting, IT, and records departments. The BBA and PIC can work with you to develop job descriptions and identify suitable office responsibilities for students.

How Can I Hire a Student?

To participate in the Summer Jobs Program, or if you have any questions, please contact us at slee@bostonbar.org or (617) 778-1914.



SAMPLE SCHEDULE

JUNE

- **Orientation**
Prior to beginning work at the firms, all students will attend a half day orientation session, where they will learn about workplace rights and responsibilities and participate in job related hypotheticals.
- **Kick Off Breakfast with Mayor Menino**
Students will attend a kick off breakfast, where they will receive career advice from leaders in the BBA and hear from Summer Jobs alumni. Traditionally, Mayor Menino is on hand to welcome students as they start their summer experience.

JULY

- **Brown v. Board of Education**
During this workshop led by volunteer attorneys, students will learn about the history and lasting impact of this monumental case by exploring modern applications of its principals.
- **Strategies for Success Luncheon at the BBA**
Students are invited to attend this luncheon featuring a panel of attorneys who discuss the choices and strategies that have enhanced their careers and job satisfaction.
- **Boston City Council**
Students will participate in a mock Boston City Council hearing led by former City Council President Lawrence DiCara in the Boston City Council Chambers.
- **Using Credit**
During this seminar, students will learn how credit and credit cards work, as well as the costs of credit, such as interests and fees, and the effect of making only minimum payments.
- **Buying a Car**
For many students, buying a car and financing it will be their first major purchase and financial transaction. This module will teach them the ins and outs of financing, the actual and hidden costs of a car, and shopping for a loan.

AUGUST

- **US Bankruptcy Court – Consequences**
During a trip to the Bankruptcy Court, a sitting bankruptcy judge and practitioners present a program on bankruptcy and what can happen when you get into financial trouble.
- **File Sharing**
Students discuss file sharing, fair use and recent developments in intellectual property law with volunteers.
- **College Admissions**
Students will have the opportunity to meet with college admissions officers to discuss the dos and don'ts of the college application process.
- **Graduation**



SAMPLE TASKS FOR SUMMER JOBS STUDENTS

Larger firms may have enough tasks/projects to be able to assign an intern to a specific department or practice area, such as accounting, library, litigation, IT, or records. However, an alternative for mid-size and small firms is a rotation system. Employers can set up a list of core departments or projects which can be worked on over the course of the summer. We encourage you to solicit projects from both administrative and 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
- Shelf books

ACCOUNTING

- File invoices
- Create new vendor files
- Data entry
- Retrieve A/R information from accounting system

RECORDS DEPARTMENT

- Distribution of requested files
- Create files
- Data entry in the records management system

LITIGATION PARALEGAL

- Update dockets in the e-rooms
- Bates stamp documents
- Deposition preparation—organizing documents and files
- Create witness notebooks
- Organize workrooms
- Update pleadings binders

LEGAL PRACTICE GROUPS

- Organize documents and files
- Create files
- Verify documents against lists
- Create indices and lists in Excel
- Conduct Internet research
- Print title information
- Create binders with indices

IT

- Assist with equipment rollout
- Handle simple Help Desk queries
- Inventory and test equipment