

## **National Student Legal Defense Network** *Paralegal*

### **Organization Description**

The National Student Legal Defense Network (“Student Defense”) is a non-profit organization focused on consumer protection in higher education. Through litigation and advocacy, we protect students from predatory lending and other abusive practices by for-profit colleges and other institutions. Since launching six years ago, Student Defense has developed a track record of success in trial and appellate courts, winning tangible relief for student loan borrowers. Simultaneously, we developed and promoted a policy agenda that has led to substantial debt relief for hundreds of thousands of student loan borrowers and seeks to promote equity and consumer protections across higher education.

By bringing cases, and through our other advocacy we achieve structural change such as curbing fraud and misrepresentations to students, combating reverse redlining practices that target students of color, and obtaining relief for defrauded student loan borrowers. Student Defense is also working with state and federal agencies and organizations to find new ways to streamline student access to public benefits.

We are seeking to hire an organized and collaborative individual to provide administrative and legal support as a Paralegal. This position is well-suited for a person committed to Student Defense’s mission and values and who may be interested in pursuing a legal career. A minimum of two years of work experience is required, preferably in a legal department or a law firm. This position is remote, with occasional in-person meetings and events. Residency in the Washington D.C. area is preferred.

### **Job Duties and Responsibilities**

The Paralegal will be responsible for:

- Providing case development and management assistance by conducting plaintiff outreach and vetting, factual case research, and producing written explanatory materials as needed;
- Providing litigation support to a team of attorneys, including formatting and preparing legal documents for filing; cite checking and proofreading legal motions and memoranda; reviewing materials produced in discovery; communicating with clients and co-counsel; and assisting with case management;
- Serving as the primary administrative point person on matters to support the entire legal team.
- Drafting Freedom of Information Act and public record requests, tracking status and deadlines of requests and agency responses, reviewing, organizing, and maintaining electronic files of all related materials;
- Managing the intake process by identifying individuals for potential representation; responding to intake questions and concerns appropriately, accurately, and timely; and screening individuals before they meet with attorneys;

- Working on policy advocacy efforts with coalition members, lawmaker offices, and government agencies;

## **Qualifications**

The ideal candidate will have:

- Strong administrative, research, writing, and communication skills and a high-level of attention to detail in a fast-paced work environment;
- Sound judgement and discretion in handling and communicating confidential and otherwise sensitive information;
- Exemplary organizational and interpersonal skills and the ability to work independently with little supervision in a small, start-up environment; *and*
- A commitment to Student Defense's mission, purpose, and values.

## **Salary and Benefits**

Salary is commensurate with experience, with an annual salary range between \$55,000-\$65,000.

Student Defense offers excellent benefits, including healthcare, and a pre-tax retirement match.

## **To Apply**

Please e-mail a resume, cover letter, and writing sample to [careers@defendstudents.org](mailto:careers@defendstudents.org) as soon as possible. Student Defense will review applications and make decisions on a rolling basis.

Student Defense is an Equal Opportunity and Affirmative Action Employer and encourages applications from all qualified individuals without regard to race, color, national origin, religion, sex, gender identity, sexual orientation, age, disability or veteran status, or other non-work-related factors.