

8-22-2001

Counselor, vol. 22, no. 1, August 22, 2001

New York Law School

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THREE NEW STAFF MEMBERS ANNOUNCED

Three administrators have joined the New York Law School this semester, two in newly created positions.

Lori Freudenberger is the senior director for career and student services. In this new position, Lori will work closely with Dean Matasar to develop and implement effective strategies for career planning services, and new programs to improve the quality of student life at the Law School. A member of the NYLS Class of 1991, she returns to the Law School after ten years of legal practice experience. Ms. Freudenberger is admitted to practice in New York and New Jersey. She most recently served at the New York City Law Department, where she held the position of Assistant Corporation Counsel since 1996.

Brenda E. Holzinger is the senior director of Academic Affairs. Brenda comes to New York Law School from Princeton University, where she most recently was special projects coordinator in the Office of the Dean of Undergraduate Students. Ms. Holzinger has a BA from Pomona, an MA from the Eagleton Institute of Politics at Rutgers, a JD from Rutgers Law School in Camden, and an MA (ABD) from Cornell in government.

Altagracia Diloné Levat joins the staff as the associate dean for public affairs. Alta will work closely with Dean Matasar to develop, implement, and lead a new communications and marketing strategy for the Law School. She comes to the Law School after nearly 13 years in various administrative positions at Pace University School of Law, most recently as assistant dean for external relations. Among her many accomplishments at Pace, she worked closely with the Dean and faculty in developing and implementing the School's strategic marketing, and was founding editor of the School's magazine and Web site. She earned a Bachelor of Arts degree and authored an honors thesis in political science at Barnard College, Columbia University.

About Counselor

Counselor is published weekly when school is in session by the Office of Public Affairs. The next issue of *Counselor* will be published August 27, 2001.

Students who wish to submit information to *Counselor* should write to the Office of Student Life, 5th floor, A bldg. by 9 am Monday for the following Monday's edition. Faculty and staff should e-mail copy via dsalter@nyls.edu to Donna Spalter, assistant director for public affairs, by noon Tuesday for the next Monday's issue. Contact Ms. Spalter at 431-2187 with questions or to request an editorial schedule.

FROM THE OFFICE OF STUDENT LIFE

For more information on the following, visit the Office of Student Life (fifth floor, A Building) or call 431-2851.

Office hours noted

Student Life office hours are Mon., Tues., and Thurs., 9 am-6 pm; Wed., 9 am-7 pm; and Fri., 9 am-5 pm. Additional evening hours are available by appointment.

THE OFFICE OF STUDENT LIFE STAFF

- ☐ Lori Freudenberger, senior director, Career and Student Services
- ☐ Sally Harding, director
- ☐ Shani Darby, assistant director of Student Life
- ☐ Cheryl Shields, administrative assistant

Student organization fair

Representatives from NYLS student organizations will provide information about their clubs at the fair on Thurs., Sept. 6, 12:30-2 pm and 4:30-6 pm, Stiefel Reading Room.

Student mailfolders

Student mailfolders are located in the lower level of the Student Center except for first-year evening division student mailfolders, which are located on the 9th floor of A building. Folders are arranged alphabetically by last name and separated by Day and Evening Division. All first-year mailfolders have an orange tab. IT IS IMPORTANT TO CHECK MAILFOLDERS REGULARLY SO THAT IMPORTANT NOTICES OR MESSAGES ARE NOT MISSED. Students without mailfolders should contact Cheryl Shields in Student Life, 431-2851.

Sign up to use a campus locker

All first-year students are assigned a locker free of charge, but they must provide their own locks. Locks placed on unassigned lockers will be clipped and the contents of the lockers will be removed. Students who request a locker will be assigned only one locker initially, but may request a second locker after the fourth week of classes. No student will be assigned more than two lockers.

All lockers must be emptied by the end of the summer session. Contents left in lockers after that date will be discarded. The School is not responsible for the security of items placed in lockers.

Student health insurance

The Office of Student Life provides students with health and dental insurance information at the kiosk outside Student Life.

Bulletin boards highlight campus news

The official bulletin boards containing information about special events, room changes, and class cancellations are located on the first floor of B building. Check these boards regularly.

The first-year picture book

New York Law School compiles a picture book of all first-year students, using prints from the identification card photographs. For internal use only, the book will be distributed to faculty, administrators, and first-year students. If you do not wish to have your picture included, contact Cheryl Shields in Student Life, or call 431-2851 by August 28.

NYLS Bookstore hours noted

The New York Law School Bookstore is located in the lower level of B building, adjacent to the lower level student lounge and student organization offices. During the regular academic year, the bookstore will open for the purchase of books and supplies, Mon.-Wed. 10 am-6:30 pm, Thurs., 10 am-7 pm, and Fri. 10 am-3 pm.

The bookstore hours for the next two weeks of classes are Mon.-Thurs., Aug. 20-23, 9 am-9 pm; Fri., Aug. 24, 9 am-5 pm; Sat. Aug. 25, 10 am-3 pm; Mon.-Thurs., Aug. 27-30, 9 am-9 pm; Fri., Aug. 31, 9 am-5 pm; Sat., Sept. 1, 10-3; Tues.-Thurs., Sept. 4-6, 9 am-9 pm; and Fri., Sept. 7, 9 am-5 pm. The bookstore is closed on Sunday and will also be closed for Labor Day, Sept. 3. The bookstore accepts cash, checks (with student identification, or for entering students, two forms of identification), or VISA, MasterCard, DISCOVER or AMERICAN EXPRESS. If you have questions, contact the manager of the Bookstore, 431-2315. □

FROM THE OFFICE OF THE REGISTRAR

For more information on the following, visit the Office of the Registrar (second floor, A building) or call 431-2300.

Add/Drop information

ADD/DROP WEEK IS AUG. 22-AUG. 29.

Students who wish to drop courses should pick up an Add/Drop form outside of room B100, Aug. 22, 10 am, and return it to the registration coordinator Aug. 22, 10 am-7 pm, or Thurs., Aug. 23, 10 am-4 pm.

Only students who have lottery numbers may participate in Add/Drop. Lottery numbers will be distributed on Aug. 22, outside of room B100, 12-8 pm and Thurs., Aug. 23, 12-4 pm. On Thurs., Aug. 23, the first night to add or drop courses, students should report with lottery numbers to the Ernst Stiefel

Reading Room beginning at 5:45 pm. Students will be called according to lottery numbers until all students present in the Stiefel Reading Room by 8 pm have been assisted.

The remainder of Add/Drop will take place at the Registrar's Office on a first-come-first-served basis on Fri., Aug. 24, 9 am-5 pm; Mon.-Tues., Aug. 27-Aug. 28, 9 am-7 pm; and Wed., Aug. 29, 9 am-6 pm. □

FROM THE OFFICE OF CAREER SERVICES

For more information on the following, visit the Office of Career Services (fifth floor, B building) or call 431-2345.

Career Services staff

- Lori Freudenberger, senior director, Career and Student Services
- Danielle Aptekar, director, Career Services Operations
- Adjua Starks, associate director
- Cynthia Weissman, associate director
- Valerie Plummer, recruitment development coordinator
- Wanda James, resource development coordinator
- Mara Steinbugler, program coordinator

Career Services fall semester hours noted

The Office of Career Services is open on Mon., Tues. and Thurs., 9 am-6 pm; Wed. 9 am-7 pm (by appointment until 8 pm); and Fri. 9 am-5 pm.

Fall Recruitment Program information

Information about fall recruiters is arriving daily. Check the On-Campus Interview sign-up board outside of Career Services for new interview lists. See the Fall Recruitment Information Board (between B503 and B505) for additional fall recruitment information. For further information, contact Career Service at 431-2345.

On-Campus interview date change noted

Ayco Company, L.P., Albany, New York has changed its on-campus interview date from Mon., Sept. 10 to Thurs., Sept. 13.

United States Department of Justice hiring

The US Department of Justice will be hiring third-year students receiving JDs in the winter 2001, or in the spring/summer 2002 for the Attorney General's Honor Program and law students for the Summer Law Intern Program. Applications must be received (not just postmarked) by the Department of Justice by Mon., Sept. 24, 2001. Applications are available in Career Services, or on the internet at www.usdoj.gov/oarm.

Interview tips from former associates

Get interviewing tips and advice from fellow students who successfully interviewed with large law firms at a panel discussion on Thurs., Aug. 23, 1 pm, room C400. Lunch will be served to the first-20 students to arrive.

Clerkship information session

A panel will explain how they obtained their clerkships and how the clerkship experience has enhanced their careers on Wed., Aug. 29, 5:30 pm, Wellington Conference Center. Speakers include: Damian Fracasso '00, clerk for the Hon. Edmond M. Kirby, NJ Superior Court, Essex County; Professor Ken Kettering, faculty chair, Clerkship Advisory Committee, former clerk for the Hon. John Minor Wisdom, US Court of Appeals for the Fifth Circuit; Fia Porter '97, former clerk for the Hon. Whitman Knapp, US District Court, SDNY; and Jayne South '97 former clerk for the Hon. Mark H. Vaughn, US Bankruptcy Court, Concord, NH.

Refreshments will be served.

Public Interest Career Reception

A Public Interest Career reception will be held at the Association of the Bar on Thurs., Aug. 30, 6 pm. The informal event provides an opportunity to network with representatives from various New York metropolitan area public interest organizations and government agencies.

Refreshments will be served.

Hours for student-outreach table noted

Career Services staff is available to assist students with questions about Career Services programs and resources outside of room B100 on Tues., Aug. 28, 1-2 pm; and Wed., Aug. 29, 5-5:45 pm.

Wanda's Resource tips for the week

Wanda's Resource Tips for the Week provides resource information about job searching techniques, information on law firms, corporations, public interest organizations, Government agencies, Web sites, etc. Read next week's *Counselor* for tips on What is Emplawynet? □

Housing Works Public Advocate Forum set

The Housing Works Public Advocate forum will be held on Mon., Aug. 27, 4-10 pm, Ernst Stiefel Reading Room. A reception sponsored by the NYLS Civil Liberties Union will follow.

Library research sessions announced

The Mendik Library will begin its semester-long series of research skills sessions on Mon., Aug. 27, held in the afternoon and in the evenings, the sessions include Lexis and Westlaw introductory and refresher training, and a set of "Vital Skills Workshops." Note: participants in the Lexis and Westlaw refresher classes must have taken that system's introductory class at NYLS.

Everyone is welcome. Students must sign up in advance at the library's circulation desk, by phone 431-2332, or by e-mail at reference@nyls.edu. □

HELP WANTED

□ **THE OFFICE OF CAREER SERVICES** seeks two (2) part-time work-study students. Submit a copy of your résumé to Career Services.

□ **THE OFFICE OF INSTITUTIONAL ADVANCEMENT** seeks three or four (3-4) work-study students. Skills required: good organization, computer, and communications skills. Interested students should contact Suzanne Kufner in the Office of Institutional Advancement, 40 Worth St., 7th floor, room 705, or call 431-2800.

□ **PROFESSOR RJR PERITZ** seeks two (2) research assistants. The number of hours per week will be flexible (10-20 hrs.). Work will involve research and writing on antitrust matters, including mergers, marketing strategies and restraints of-trade, innovation competition in high technology industries, and European Union activities. The writing will range from research memos to press releases. If the quality of the work is excellent, then the research assistants will be considered for appointment as Junior Research Fellows of the American Antitrust Institute in Washington, DC, with the possibility of a summer 2002 internship. Submit a résumé and writing sample to Ms. Doris Alcivar in B309.

□ **PROFESSOR SADIQ REZA** seeks one or two (1-2) student research assistants for part-time work on issues of privacy law and criminal procedure. Submit a résumé, grade information, and a writing sample to Doris Alcivar, room B-309 by Fri., Aug. 31.

□ **PROFESSOR NADINE STROSSEN**, national president of the American Civil Liberties Union, is accepting applications for part-time research assistants in her NYLS office this semester. RAs work as part of an office team that assists with Prof. Strossen's research, writing, speaking, and media appearances on a wide range of civil liberties and constitutional law issues. Six to ten (6-10) hours of work in the office are required. Approximately two to three (2-3) hours of additional research per week may be assigned periodically for RAs to complete outside of the office.

In addition to research on a wide range of legal and factual issues, responsibilities include assisting with communications and other aspects of office management and administration.

Ideal candidates would have strong communication skills, an ability to work with others, superior Lexis/Westlaw/Internet research skills, the ability to exercise judgment and take initiative, and outstanding organizational skills, including the ability to manage numerous tasks simultaneously, work under pressure and meet unexpected deadlines. While not a prerequisite for the position, an interest in constitutional law and civil liberties issues (regardless of one's views on those issues) is a plus. Submit a résumé, writing sample, and letter of interest to Kathy Davis, academic assistant to Professor Strossen, room A 903, by noon, Wed., Aug. 29.

CALENDAR

AUGUST - SEPTEMBER 2001

8/22-8/29

☐ ADD DROP WEEK

THURSDAY 8/23

☐ INTERVIEW TIPS FROM FORMER SUMMER ASSOCIATES
1 pm, room C400

MONDAY 8/27

☐ LIBRARY RESEARCH SESSIONS BEGIN
Contact Library at 431-2332.

☐ HOUSING WORKS PUBLIC ADVOCATE FORUM
4-10 pm, Stiefel Room. Reception sponsored by NYLS Civil Liberties Union

WEDNESDAY 8/29

☐ CLERKSHIP INFORMATION SESSION
5:30 pm, Wellington Conference Center

THURSDAY 8/30

☐ PUBLIC INTEREST CAREER RECEPTION
6 pm, the Association of the Bar (42 West 44th St.)

WEDNESDAY 9/5

☐ DEAN MATASAR'S WALK-IN HOURS
For evening students; Dean's Office, 5 pm-8 pm

THURSDAY 9/6

☐ PREPARATION FOR INTERVIEWS WITH THE
DISTRICT ATTORNEY'S OFFICE
1 pm, Room C400

TUESDAY 9/11

☐ DEAN MATASAR'S PHONE-IN HOUR
For evening students; 10-11 am. Call 431-2840

☐ DEAN MATASAR'S TOWN MEETING
5-7 pm, Student Center

WEDNESDAY 9/12

☐ CLERKSHIP MENTOR RECEPTION
5:30 pm, Wellington Conference Center

THURSDAY 9/20

☐ WHAT EVENING STUDENTS SHOULD KNOW ABOUT
CAREER SERVICES
5 pm, Room A700

FRIDAY 9/21

☐ CITY LAW BREAKFAST 2001-2002 SERIES BEGINS
8:15-9:30, Ernst Stiefel Reading Room
Guest speaker: Father Joseph A. O'Hare
President, Fordham University; Chairman, Campaign Finance Board
RSVP: City Law 431-2115 or by e-mail at nycitylaw@nyls.edu.

TUESDAY 9/25

☐ BLSA JOB FAIR INTERVIEW PREP SESSION
1 pm, room B500 and 5:15 pm, Room B400