

CETUSA Internship Program Offer

Start Date: June 2016

Duration: 3 - 6 months

Hours: 32 - 40 hours per week

Compensation: UNPAID

Housing: assisted to find

Field: Public Administration &

Law

**MIAMI,
FLORIDA**



Host Company Description: The host company is a small law firm providing services in business law, real estate and immigration. The intern will be responsible for assisting a variety of tasks typical in a corporate legal department, including, but not limited to: reviewing and revising (as necessary) routing business agreements, non-disclosure agreements and other legal documents, researching specific legal issues as well as corporate law department best practices and reporting those findings. The intern will also be expected to draft routine contracts and agreements as well as participate in the development of employee training materials in the areas of intellectual property protection, records and information management, contract review and maintenance and other duties as assigned. The intern will collaborate with all company attorneys to address cases as they arise.



Applicant Qualifications:

- To apply for the Internship program, applicants must be full-time university students with academic focus in **law** studies OR have graduated less than 12 months from the internship begin date.

How to Apply: Submit a USA style formatted professional resume to usmexico@cetusa.org. Indicate desired start and end dates, include 3-digit program code (starting with "m") and title in the subject field.

