

Arcadia University
Office of the General Counsel
Clerkship/Internship Program

The Office of the General Counsel (OGC) offers undergraduate, graduate, and law students hands-on experience in higher education law and compliance. All positions are eligible for academic credit, allowing students to integrate practical policy and legal experience into their coursework while contributing meaningfully to the University.

Program Objectives

Students in the OGC internship program will: (1) gain exposure to the practice of law and compliance in higher education; (2) develop skills in legal research, writing, and policy analysis; (3) learn to translate complex legal and regulatory topics into clear, actionable communications; and (4) receive mentoring and feedback from experienced attorneys. All students will have the opportunity to participate in OGC meetings, mentorship sessions, and structured feedback discussions.

Assignments may include:

- ★ Conducting legal and regulatory research
- ★ Drafting memoranda, policy summaries, and other written analyses
- ★ Preparing content for publication on internal platforms and the OGC website
- ★ Assisting with compliance tracking and administrative projects
- ★ Attending meetings with OGC staff and University partners
- ★ Participating in regular training and mentorship sessions

Law or Graduate Students: You will draft at least one legal or policy memorandum, one policy summary, and, optionally, a bulletin or website content during your clerkship.

Undergraduate Students (Arcadia students only): You will complete research summaries, draft communications, and support administrative projects, gaining foundational experience in legal operations.

All program participants: You will complete an end-of-semester reflection report or survey.

Program Structure

- Academic-Year: Part-time, aligned with the student's course schedule
- Summer: Full-time or part-time, depending on availability and credit requirements
- Credit: Students must arrange academic credit through their home institution; OGC will coordinate with faculty, the registrar, or academic advisors as needed
- Compensation: Unpaid, for-credit only

How to Apply

Positions are limited and competitive. An interview may be required. Students interested in the program should submit:

- (1) A cover letter describing interest in higher education law and any relevant experience**
- (2) A current résumé**
- (3) (For law students) Law school, class year, and expected graduation date**

Applications are reviewed on a rolling basis; apply early for priority consideration. Applications should be submitted to: ogc-staff@arcadia.edu. OGC will review submissions, and if you are selected, coordinate credit and start dates with the student and their academic program.

Arcadia University is a top-ranked private University in Greater Philadelphia, recognized by the Princeton Review among the "Best in the Northeast" for 10 consecutive years. Learn more about our vibrant community at www.arcadia.edu.

We welcome candidates from all backgrounds who are curious, motivated, and eager to learn. Successful candidates will demonstrate how they incorporate our values into their work.