

Career Development Office

Job Posting Information



We can post notices for permanent, part-time or summer positions available within your organization at any time. Notices are posted in our job database for three months; extensions may be made if the position has not been filled at that time. In addition, job postings will be listed in our weekly student newsletter, if applicable.

You may have students contact you directly or we will coordinate a resume collection if you prefer. Arrangements will be made on an individual basis.

Job postings are accepted in the following ways:

1. Through **Symplicity**, <https://law-suffolk-csm.symplicity.com/employers>. Click on the 'Register' tab to receive an ID and password if you don't already have one. To post a position once you login, click on 'jobs' then the '+Add New' button. Once a job is submitted, we will review the listing and add it to the job database by the end of the next business day.
2. You may **email** your job listing to Victoria Finn, Office Coordinator, at vfinn@suffolk.edu. Please include a brief job description (duties, hours, salary), as well as any qualifications you seek and how students/graduates should contact you.
3. You may also **fax** positions to Victoria Finn, Office Coordinator, at 617-573-8706. Please include a brief job description (duties, hours, salary), as well as any qualifications you seek and how students/graduates should contact you.
4. You may **mail** your listing to Victoria Finn, Career Development Office, Suffolk University Law School, 120 Tremont Street, Boston, MA 02108-4977. Please include a brief job description (duties, hours, salary), as well as any qualifications you seek and how students/graduates should contact you.
5. You may **call** our office at 617-573-8148 with information on your job opportunity. Please plan to communicate a brief job description (duties, hours, salary), as well as any qualifications you seek and how students/graduates should contact you.