

Tsang and Associates

18830 Norwalk Blvd

Artesia, CA 90701

www.tsangslaw.com

DUTIES & RESPONSIBILITIES

Job duties will largely include the following: writing business plans, drafting affidavits, preparing attorney briefs; engaging with various government entities such as the IRS, Department of State, Department of Homeland Security, and Consulates/Embassies abroad; assisting in completing immigration, family, business law applications; interviewing clients; office management; and lots of creative thinking. This internship is high intensity and a great learning experience for all who wants to go into law or business. Our goal is to train the intern to complete over 70% of the legal work by the end of the program. Not your typical internship of copying and filing. Benefits include generous compensation for travel expense, delicious ethnic meals, LSAT/GMAT preparation, letter of recommendation, mentorship, and opportunity to learn Chinese.

QUALIFICATIONS & REQUIREMENTS

3.0 GPA and in good standing with UCI

Applicant should be a team player, proficient in Microsoft Word and Excel, knowledgeable in googling, and have good communication skills.

No knowledge of law or business is required.

TIME COMMITMENT

These are the requested periods of time by the employer

- 120 hours minimum.
- 8-12 hours per week.
- M-F 9-6 pm
- We understand when students have to take a few days off for midterms, finals, and emergencies.

HOW TO APPLY & DEADLINE

Please send a cover letter and resume to Jdtsang@tsangslaw.com

CONTACT INFORMATION

Joseph Tsang, Esq

[562-924-1981](tel:562-924-1981)

jdtsang@tsangslaw.com

www.tsangslaw.com