

Staff Attorney, School of Law
University at Buffalo

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Downloaded On: Nov. 7, 2025 5:28pm

Posted Nov. 7, 2025, set to expire Dec. 2, 2025

Job Title Staff Attorney, School of Law
Department
Institution University at Buffalo
Buffalo, New York

Date Posted Nov. 7, 2025

Application Deadline 12/02/2025
Position Start Date Available immediately

Job Categories Classified Staff

Academic Field(s) Legal Services
Legal Services

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Job Description

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Staff Attorney, School of Law

Position Information

Position Title: Staff Attorney, School of Law

Department: Law School

Posting Link: <https://www.ubjobs.buffalo.edu/postings/59895>

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Posting Detail Information

Position Summary

The University at Buffalo School of Law invites applications for Staff Attorney.

The Staff Attorney will have primary responsibility for supporting the director, docket and projects for the Criminal Justice Advocacy Clinic and the Director of the Clinical Legal Program as needed. The successful candidate will have the ability to assist with shaping the docket(s) and other legal reform projects, in coordination with the individual clinic director and the Director of the Clinical Legal Program.

The Staff Attorneys duties will include:

- Planning, assigning, reviewing and supervising the work of second- and third-year law students on individual client and general policy matters;
- Coordinating the planning and facilitating of various clinic seminar classes;
- Conducting outreach in Western New York and surrounding regions in order to build the clinical programs docket;
- Drafting and reviewing pleadings, motions, and court submissions, legislative proposals, administrative comments, and other advocacy documents, as well as supervise the filing/submitting of same;
- Providing case and matter coverage during the summer and inter-semester breaks.
- Assisting with the planning, drafting, applying, and securing grants to support the Clinical Legal Education Program.

The Staff Attorney will be integrated into the Clinical Legal Education program and will be welcome to participate in the vibrant intellectual life of the School of Law, including workshops, academic conferences, and other events.

The Staff Attorney will be joining a clinical program whose mission is to deliver access to justice while teaching UB law students to be excellent, ethical, and engaged lawyers.

The Law School encourages applications from candidates prepared to contribute, through research, teaching, and service, to a diverse and inclusive community of inquiry.

The University at Buffalo School of Law is an equal opportunity employer and welcomes all to apply, including veterans and individuals with disabilities.

Working at UB comes with benefits that exceed salary alone. There are personal rewards including comprehensive health and retirement plan options. We also focus on creating and sustaining a healthy mix of work, personal and academic pursuit - all in an effort to support your work-life effectiveness.

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Visit our benefits website to learn about our benefit packages.

UUP Faculty and Staff

Outstanding Benefits Package

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About The University at Buffalo

The University at Buffalo (UB) #ubuffalo is one of Americas leading public research universities and a flagship of the State University of New York system, recognized for our excellence and our impact. UB is a premier, research-intensive public university dedicated to academic excellence. Our research, creative activity and people positively impact the world. Like the city we call home, UB is distinguished by a culture of resilient optimism, resourceful thinking and pragmatic dreaming that enables us to reach others every day. Visit our website to learn more about the [University at Buffalo](#).

University at Buffalo is an affirmative action/equal opportunity employer and, in keeping with our commitment, welcomes all to apply including veterans and individuals with disabilities.

Minimum Qualifications

- The Staff Attorney must be a member of the New York Bar (currently licensed in New York) or be eligible to be admitted on motion, without examination, (see Judiciary Law 90 [i][b]; 22 NYCRR 520.10) in order to independently supervise law practice by students.
- At least two years of legal practice experience.

Preferred Qualifications

- Strong written and oral communication skills essential.
- Seeking those who possess a willingness and desire to work with incarcerated clients with experience working in criminal defense.
- Interest in and aptitude for supervision.

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- Demonstrated commitment to public interest or pro bona legal work.
- The ability to work both collaboratively and independently.

Physical Demands

Salary Range

\$90,000 - \$95,000

Job Type

Full-Time

Special Instructions Summary

Is a background check required for this posting?

No

Contact Information

Contact's Name: Bernadette Gargano

Contact's Pronouns: She/her

Contact's Title: Vice Dean & Director of Clinics

Contact's Email: gargano@buffalo.edu

Contact's Phone: 716- 645-2381

Posting Dates

Posted: 11/05/2025

Deadline for Applicants: 12/02/2025

Date to be filled:

Contact Information

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Please reference Academickeys in your cover letter when
applying for or inquiring about this job announcement.

Contact

N/A

University at Buffalo

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