

THE AMERICAN LAW INSTITUTE
POSITION DESCRIPTION

JOB TITLE: **ALI Law Fellow**

DEPARTMENT: ALI Executive Offices

REPORTS TO: ALI Deputy Director

FLSA STATUS: Exempt

The American Law Institute is the leading independent organization in the United States producing scholarly work to clarify, modernize and improve the law in both existing and emerging areas. ALI members draft, discuss, revise and approve Restatements of the Law, model codes, uniform codes, and Principles of Law that are influential in the courts and legislatures, as well as in legal scholarship and education.

SUMMARY: The ALI Law Fellow will work on substantive issues and have a unique opportunity to engage with legal minds at the top of their fields. The work will encompass a range of assignments related to the mission of the Institute. The Fellow will have the opportunity to observe the ALI's iterative drafting process by attending periodic project meetings as well as the Institute's Annual Meeting and Council Meetings, and by reviewing and analyzing written comments submitted by ALI project participants and outside commentators.

The ALI Law Fellow position may be particularly attractive to individuals seeking academic careers. This position is full time; up to one third of the Fellow's time may be spent working on his/her own research. For Fellows developing a job-market paper, the ALI's Director and Deputy Director will make efforts to connect the ALI Law Fellow to ALI members working in the relevant legal field, who may be able to offer guidance or a review of the draft papers, subject to their availability.

The initial appointment is for two years, with the possibility of reappointment for a third year. While candidate location in Philadelphia is preferred, candidates who desire to live elsewhere along the northeast corridor will be considered.

ESSENTIAL DUTIES and RESPONSIBILITIES include:

1. Assist the Director, the Deputy Director and other collaborators in planning and presenting analyses and arguments related to projects and strategizing on how to move projects forward. Various aspects of these responsibilities may be worked on collaboratively or at times independently.
2. Review ALI project drafts, conduct legal research, and review accuracy of disputed citations.
3. Apply writing and editing skills to ALI projects, ALI history and other assignments.
4. Participate in presentations.
5. Contribute ideas to advance the Institute's mission and profile.

REQUIRED QUALIFICATIONS

The requirements listed below are representative of the knowledge, skill, and ability required to perform well in the position. Occasional travel may be required.

EDUCATION and EXPERIENCE:

- Distinguished law school record
- Law review experience preferred
- Judicial clerkship preferred

LANGUAGE SKILLS:

- Proven writing skills
- Ability to communicate in a clear and concise manner

TECHNICAL SKILLS:

- Solid Microsoft Office skills, including Outlook
- Strong internet research skills

DISCLAIMER: The information included in this position description is designed to indicate the general nature and level of work performed within this classification. It is not designed to contain or to be interpreted as a comprehensive inventory of all duties, responsibilities, qualifications, and objectives required of individuals in this position.

TO APPLY: Submit the following materials to ttoomer@ali.org

- Letter of interest
- CV
- Law school transcript
- Writing sample