



STATE BAR OF WISCONSIN
Your Practice. Our Purpose.®

2025 Rural Clerkship Program Employer Description Form

*Please complete the following information about your firm, corporation, or government agency.
We will distribute the completed forms to the student applicants.*

Please return by November 14, 2024

This is your chance to market your position and rural Wisconsin to students. Please feel free to include attachments and additional information.

Employer Information

Name of employer: _____
(as it will be listed on clerkship documents)

Address: _____

Phone number: _____

Website: _____

Additional office locations: _____

Primary contact person: _____

Email address: _____

Secondary contact person: _____

Email address: _____

Description of Firm, Company or Government Agency

(feel free to use links)

Primary area(s) of practice: _____

Narrative: _____

Training provided: _____

Pro bono / community involvement opportunities:

Clerkship Description

Describe your clerkship assignment process:

Successful candidate qualities for your organization:

Summer clerkship salary and benefits:

(Include wage, benefits, number of weeks, number of hours and number of total hours anticipated.)

Any additional information you would like to provide to student applicants?

Weblink to recruitment materials: _____

Work Environment *(Employers please summarize your expectations.)*

In-person:

Employee expected to be in the office five days per week.

Virtual:

The program would ask employers to have the employee in person 8-10 business days to experience rural Wisconsin. The exact structure is up to each individual employer.

If In-person, can you supply information on affordable housing in the area? Is there a housing stipend available?

Is there anything else you would like a potential clerk to know about this opportunity?
