



Legal Industry

Our students serve as valuable support staff in law firms, legal departments, and other professional legal settings. They are trained in key administrative and professional skills, contributing to the smooth operation of legal teams. From organizing case files and managing documents to assisting with research and scheduling, Cristo Rey students gain hands-on experience while building their knowledge, confidence, and interest in the legal field.

Common Tasks and Responsibilities

1. Administrator Support

- Basic calendaring and organization
- Calling clients to confirm appointments
- Checking in clients for appointments
- Welcoming and greeting clients

2. Case Studies

- Assist with pertinent research for cases
- Create briefs with relevant information for case
- Students work closely with paralegal or research team to learn best practices
- Synthesize and articulate data

3. Contract Management

- Contract execution, tracking and follow up
- Uploading finalized contracts into database

4. Document Specialist

- Creating decks for display on monitors or websites
- Translating current handbooks, infographics and office materials

5. Paralegal Duties

- Proof-read, finalize and distribute memos and papers prepared by attorneys
- Trial preparation and support including managing documents

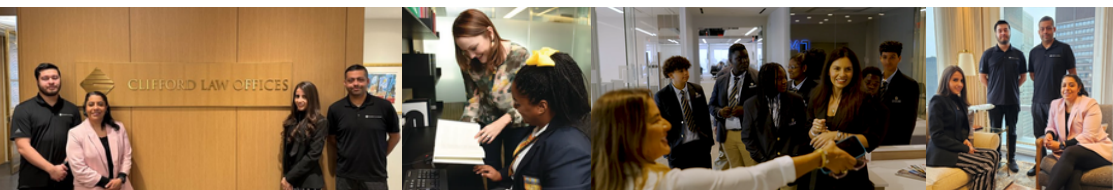
6. Records Management

- Developing systems for further organization of digital and physical records
- Digitizing documents and records

Have another area that could benefit from project-based or day-to-day support?
Let's talk about how Cristo Rey Orlando students can help!

"In order to continue our impactful legacy it is important to nurture the minds of the next generations and teach the importance of investing in themselves and in the communities around them."

– Robert A. Clifford, Founder and Senior Partner at Clifford Law Offices



Interested in becoming a Corporate Partner and learning more? Join us in shaping the future.



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