Arrupe Jesuit High School
Corporate Work Study Program

LAW FIRMS & LEGAL



A Workforce Solution for Law Firms & Legal Organizations

Legal teams are under constant pressure to bill hours, serve clients, and keep cases moving — often with limited support staff to handle everything in between.

Through Arrupe Jesuit's Corporate Work Study Program, students provide dependable administrative and operational support that frees up attorneys and staff to focus on casework and client service. At the same time, firms introduce young people to careers in law, paralegal work, and legal operations, therefore, building tomorrow's legal workforce today.

What do the students do?

Current student responsibilities with partners in law firms and legal organizations:

Case & Document Support
- File, sort, and scan case documents
- Organize exhibits and case binders
- Prepare documents for discovery/production
- Maintain and update case management databases

Administrative Operations
- Calendar management and scheduling support
- Correspondence and mail handling
- Document formatting and proofreading support
- Front office and day-to-day office support

Billing & Business Support
- Billing and invoicing support
- HR, onboarding, and event assistance
- Office supply and inventory management
- IT and technology support

Client Services & Reception
- Greet clients and visitors
- Prepare and set up conference rooms
- Answer and route phone calls
- Client intake support

95%
Student's meet or exceed employer job performance expectations

86%
Partners "very satisfied" with the overall Arrupe program

65%
Supervisors say a student directly improves their workday

47%
Students at Arrupe express interested in a legal career

Why Law Firms Partner with Us:

1. **INCREASE TEAM CAPACITY**
Students take on administrative and case-support work that often pulls paralegals, attorneys, and office staff away from higher-value, billable priorities.

2. **DEVELOP FUTURE TALENT**
Students are introduced to careers in law, paralegal work, and legal operations years before traditional recruiting begins.

3. **DELIVER A FULLY MANAGED WORKFORCE SOLUTION**
Arrupe staffs, transports, insures, and supports every student so your team can stay focused on clients and cases.

How it Works:

- Four students share one full-time position throughout the school year.
- Students work one day each week, providing five full workdays of support.
- Arrupe manages transportation, workers' compensation coverage, liability insurance, and Department of Labor compliance, eliminating administrative burden for employer partners.
- Your organization receives dependable administrative capacity while helping students launch professional careers.

☑ What this IS:

- Real administrative support
- Consistent coverage 5 days a week for the 10-month school year
- A full-time equivalent position
- A future workforce strategy

☒ What this is NOT:

- Job shadowing or internship
- Volunteer hours
- A traditional internship
- An added HR burden

Alumni Spotlights



Jose Madrid, '10

Attorney
Gibson, Dunn & Crutcher LLP

J. D., Georgetown University Law '19
B.A., Georgetown University '14



Nicholas George '08

Motions Attorney
U.S. Court of Appeals for the Second Circuit

J. D., University of North Dakota '19
B.A., MSU Denver '12

*See our featured alumni at **www.arrupejesuit.com/40Under40**.*

> *Initially, they sign on thinking they're helping other people — and they are, there's no question the kids benefit — but over the course of the first year, they realize their employees and their business get as much or more out of it than the students do.*
>
> **— Jim Campbell, Partner, Campbell Killin Brittan & Ray**
> ***Founding Arrupe partner since 2003***



Current Legal Industry Partners

Brownstein Hyatt Farber Schreck • Campbell Killin Brittan & Ray • Harris, Karstaedt, Jamison and Powers • Holland & Hart • Jones & Keller • Otten Johnson Robinson Neff + Ragonetti • Polsinelli • Womble Bond Dickinson

Contact ERIN BREEN for more information at ebreen@arrupemail.org.