

CAREER SERVICES: Paralegal Certificate Program



The UC San Diego Extended Studies student career services manager conducts individual counseling sessions and workshops on interviewing techniques, resume drafting, sources of employment contacts, and general job assistance. Students and alumni also gain access to a private LinkedIn job bank, mixers, community events, and low cost professional headshots. In addition, a course on Paralegal Career Development is required prior to graduation from the program.

While Extended Studies cannot guarantee job placement, counselors are available to help students develop career skills, identify personal strengths and goals, and ultimately translate these elements into successful employment opportunities. Internship assistance can be arranged although not required to complete program.

WHAT CAN I DO WITH MY PARALEGAL CERTIFICATE?

An American Bar Association (ABA) Approved Paralegal Certificate has become a benchmark for most employers who hire paralegals. To be considered for approval by the ABA, a paralegal program must meet rigorous standards and regular program reviews as enforced by the ABA Standing Committee on Paralegals. UC San Diego Extended Studies's Paralegal Program was granted and has maintained approval by the ABA since 1990..

INTERNSHIP CONNECTIONS

- ACLU
- District Attorney
- General Atomics
- The Law Office of Robert J. Pecora
- The Law Office of Monica Marquez
- Juvenile Delinquency Division
- Law & Mediation Firm of Lueck & Hoppes, APC

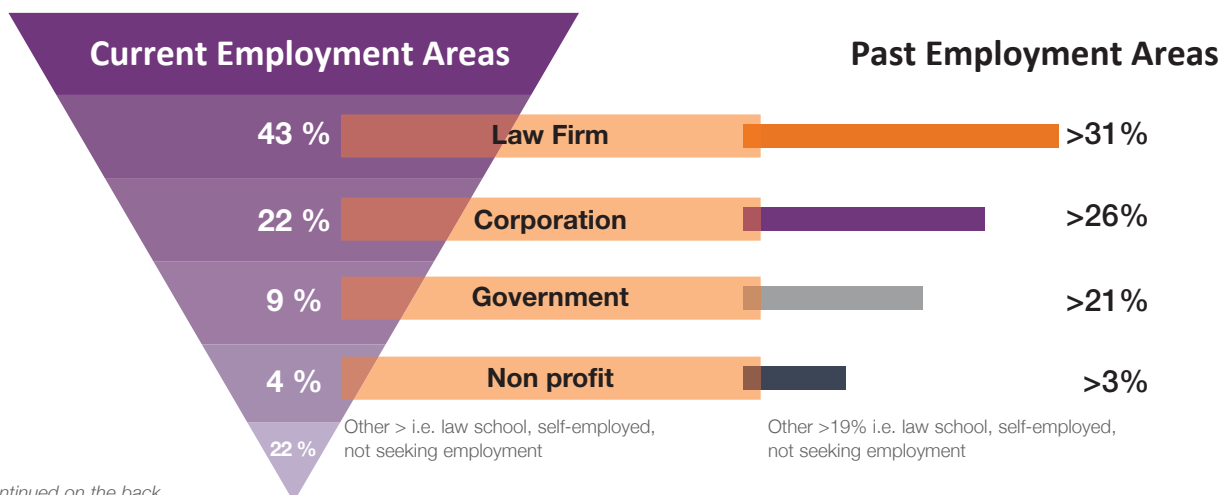
“McKenna Long & Aldridge, LLP has been pleased with our experience in hiring paralegals whose paralegal education was completed through the UC San Diego Extension Paralegal program.”

-Patti L. Groff, CLM, Regional Office Administrator, McKenna Long & Aldridge. Former President, Association of Legal Administrators



ABA-APPROVED PARALEGAL PROGRAM EMPLOYMENT TRENDS

Student Demographic: 97 graduates



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CAREER SERVICES: Paralegal Certification Program

SAMPLING OF EMPLOYMENT *Connections*

- Cooley LLP
- Cubic
- Department of Business Oversight
- Department of Justice
- Department of Transportation, Caltrans
- Disneyland
- DJO Global
- DLA Piper
- Encore Capital Group
- Entropic Communications
- Farmers Case & Fodor
- Fischbeck & Oberndorfer, A.P.C.
- Foley & Larder, LLP
- Geico
- General Atomics
- Google, Inc.
- Grady & Associates
- Higgs, Fletche & Mack, LLP
- Illumina
- Kilpatrick Townsend & Stockton
- Knobbe Martens Olson & Bear LLP
- Latham & Watkins
- Leventhal Law
- Liberty Mutual Group
- Life Technologies
- McCarthy & Holthus LLP
- McGinn IP Law Group
- Morris, Sullivan & Lemkul LLP
- Nazarene University
- Nordstrom
- NuVasive, Inc.
- Panakos Law
- Perkins Coie
- Perkins Coie LLP
- Petco Animal Supplies, Inc
- Phillip Hack & Associates
- Procopio, Cory, Hargreaves & Savitch
- Qualcomm Inc.
- Realty Income Corporation
- Reese Law Group
- Robbins Arroyo
- Robbins Geller Rudman & Dowd LLP
- Robert Half Legal
- San Diego County Bar Association
- Semiconductor
- Sempra Energy
- State of California
- Suppa, Trucchi & Henein LLP
- Takeda San Diego, Inc.
- Taylor/Anderson LLP
- The Ken Blanchard Companies
- The Scripps Research Institute
- The Travelers Indemnity Company
- The Watkins Firm
- University of California, San Diego
- Unified Port of San Diego
- UPS
- US Navy JAG
- ViaSat
- Walton Law, APC

TYPES OF POSITIONS AVAILABLE UPON COMPLETION OF THE PROGRAM:

- Administrative assistant
- Arbitrator
- Bar association administrator
- Billing professional
- Claims adjuster, administrator, appraiser, examiner & investigator
- Compliance officer
- Conflicts analyst
- Contracts administrator
- Corrections officer
- Court clerk, interpreter & reporter
- Design/developer of trial visual aids
- Editor, legal & business publications
- Equal employment specialist
- Evidence technician
- Fingerprint technician
- Investigator
- Judicial assistant
- Jury consultant
- Law librarian
- Law clerk
- Legal analyst
- Legal educator
- Legal secretary
- Legal software representative
- Legislative analyst
- Loan closing coordinator
- Loan interviewer & clerk
- Mortgage processor
- Municipal clerk
- Occupational health & safety specialists & technician
- Paralegal
- Parole and probation officer
- Patent database administrator
- Real estate agent
- Risk management technician
- Securities analyst
- Securities compliance officer
- Small business owner
- Tax prepare
- Title examiner
- Title insurance admin
- Trial court coordinator
- Trust officer
- Victim or witness advocate

HOW CAN I ADVANCE MY CAREER WHILE ENROLLED IN THE PROGRAM?

- Become an intern or volunteer for a legal organization
- Improve your Microsoft Suite and typing skills
- Attend mixers and other networking events
- Join professional organizations:
 - + American Bar Association
 - + National Federation of Paralegal Associations
 - + National Association of Legal Assistants
 - + American Association for Paralegal Education
 - + California Alliance of Paralegal Associations
 - San Diego Paralegal Association