

Information on Mintz-Levin Project Analyst job opportunities

My name is Camille Framroze; I'm a recent college graduate working as a Project Analyst in the Boston office of the law firm Mintz, Levin, Cohn, Ferris, Glovsky and Popeo, P.C. I'm reaching out to you because I believe, as the Administrator for the Economics Department, you are in a great position to pass on information about our program to interested students!

The Program is a fantastic opportunity for recent college graduates interested in law, business, policy and politics to gain valuable experience with these fields and others at one of the country's top law firms. The Analyst position is distinct from a paralegal position in that it is research-based (legal and non-legal) and has a large business development and consulting component to it. Our responsibilities range from data analysis and trial preparation to organizing legal presentations and carrying out interviews. We work closely with attorneys, see a significant amount of interaction with clients, especially with regard to *pro bono* work, and are heavily involved in Mintz Levin's community service programs.

There are currently 12 Project Analysts staffed in our Boston, New York, and Washington, D.C. offices. The Boston Program allows Analysts to rotate every eight months into various sections, including: Litigation; Business and Corporate Finance; Employment, Labor and Benefits; Healthcare; Immigration; Environmental; and Pro Bono; as well as Mintz Levin's consulting affiliate and lobbying arm, ML Strategies. Project Analysts in the New York office have primarily worked in the areas of Business and Finance and Litigation. In Washington, D.C., Project Analysts have worked extensively in the Federal practice area and ML Strategies, and have also been exposed to work in the practice areas of Communications, Healthcare and Litigation.

It would be great to see Williams well represented in the Project Analyst Program, as it has been in the past! I am hoping that this e-mail will prompt you to forward our information around to your students. It is a very selective application process (approximately 400-500 applicants a year) but the current Analysts are in charge of all recruiting and hiring decisions, and I would love to see some qualified candidates come out of Williams.

If you have any questions, or would like to discuss the Program further, please don't hesitate to get in touch with me via e-mail (cnframroze@mintz.com) or phone (617 348-4826). There is also more information about the Program available at http://www.mintz.com/careers/5/Project_Analysts. Thanks very much for your time and assistance!

Best,

Camille

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