

PLACEMENT NAME:

Dormitory Authority of the State of New York

1) A brief statement about your office generally (e.g., mission, jurisdiction, size, nature of practice, etc.)

The Office of Counsel provides legal services to all other divisions of the Authority and is responsible for supervising litigation to which the Authority is a party and for providing legal advice on contracts, construction, bond issuances, asset management, investments, human resources, grant programs, corporate governance, legislation and all other activities of the Authority.

2) A description of the experiences law students are likely to have at your office, including the types tasks a student may perform.

Under the direction of Counsel:

- Performs basic legal research and writing
- Assists in the review of contracts to determine that they are in proper legal form, have necessary approvals and supporting documents
- Performs tasks associated with real estate transactions in connection with the Authority's financing and construction programs
- Participate in, the preparation of legal documents and official statements in connection with the Authority's financings
- Participate in the conduct of closings

3) Any special requirements you have for student selection (e.g., writing sample, class standing, experience, third year students only, background check, etc.)

Must be a full time matriculated student who has completed at least one year of law school, and has a satisfactory background check.

4) Other information you would like posted on the field placement website about your office and student opportunities.

Website for further information: <http://www.dasny.org>

5) Anything else that you think would be helpful or informative.

The Dormitory Authority of the State of New York provides financing and construction services to public and private universities, not-for-profit healthcare facilities and other institutions that serve the public good. The Authority is divided into six major sub-divisions: Executive Direction, Construction Services, Counsel, Finance & Information Services, Public Finance & Portfolio Management.