

## **TERA HODGE**

William S. Boyd School of Law, University of Nevada, Las Vegas  
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### **EXPERIENCE**

#### **William S. Boyd School of Law, University of Nevada, Las Vegas, Las Vegas, NV**

*Interim Externship Director*, July 2014 – Present

- Administer application and referral process for approved externship placements.
- Advise students on the selection of placements.
- Teach externship seminar for students participating in the program each semester.
- Serve as faculty supervisor for up to 20 students each semester, reviewing all assignments and journals and meeting with each student at least once during the semester.
- Maintain regular communication with field supervisors and other placement contacts.
- Review and evaluated new and alternative placements.

*Judicial Clerkship & Public Interest Coordinator*, August 2012 – June 2014

- Assist students and alumni with job searches in private and public sectors with an emphasis on judicial clerkships and public interest positions.
- Develop and present programming to educate and encourage students in the areas of judicial clerkships and public interest.
- Administer Public Interest Fellows program by coordinating programming for Fellows, counseling Fellows on career planning, and processing summer grants for public interest work.
- Coordinate and lead Alternative Spring Break service-learning trips to rural Nevada with the goal of exposing students to access to justice needs throughout the state.
- Developed Boyd's first "Jurist in Residence" and "Policymaker in Residence" programs.
- Coordinate opportunities for students to attend public interest conferences, including Equal Justice Works and Trina Grillo.
- Coordinated speed networking event for 20 students with attorneys from ten public interest organizations.
- Student Bar Association Staff Member of the Year Award, 2013 – 2014

*Acting Director of Career Development*, October 2013 – December 2013

- In addition to serving as Judicial Clerkship & Public Interest Coordinator, managed operations of the Career Development Office during the Director's three-month leave of absence.
- Provided individual career counseling to students participating in Fall OCI program.
- Prepared graduate employment data for U.S. News reporting.

#### **Legal Aid Center of Southern Nevada, Inc., Las Vegas, NV**

*Domestic Violence Staff Attorney*, January 2011 – June 2012

- Represented immigrant victims in U-Visa petitions, VAWA petitions, applications for adjustment of status, and petitions for removal of conditions.
- Responsible for approximately 100 immigration cases and management of the Immigration Unit within the Domestic Violence Project.
- Trained other domestic violence staff attorneys in victim-based immigration relief.
- Represented victims of domestic violence in divorce, custody, and protection order proceedings.

#### **Nevada Legal Services, Inc., Las Vegas, NV**

*Staff Attorney*, September 2009 – January 2011

- Represented clients in court and administrative proceedings in the areas of subsidized housing, unemployment insurance benefits, county welfare, and Supplemental Security Income.
- Co-counsel in federal Title VI action against the Employment Security Division for national origin discrimination. Filed related Department of Labor complaint.

- Represented U-Visa and VAWA clients in immigration petitions and interviews.
- Closed approximately 188 cases with an extended service rate of approximately 37%.

**Legal Aid Center of Southern Nevada, Inc.**, Las Vegas, NV  
*Immigration Law Clerk*, January 2009 – April 2009, August 2009

- Prepared U-Visa and VAWA immigration petitions for victims of domestic violence.
- Assisted immigrant clients in obtaining employment authorization.
- Responsible for approximately 76 immigration cases under the supervision of the directing attorney.

**Thomas & Mack Legal Clinic, William S. Boyd School of Law**, Las Vegas, NV  
*Immigration Student Attorney*, Fall 2008

- Represented clients in immigration and family law proceedings.
- Prepared petitions for U-Visas, special immigrant juvenile status, and guardianship.

**U.S. Department of Justice, Executive Office for Immigration Review**, Las Vegas, NV  
*Intern*, Summer 2008

- Researched and wrote bench memoranda on issues before the court, including NACARA relief, cancellation of removal, and credibility determinations.
- Assisted judges in drafting orders and decisions.

**U.S. District Court for the District of Nevada**, Las Vegas, NV  
*Judicial Extern to U.S. Magistrate Judge Peggy A. Leen*, Summer 2007

- Researched and wrote memoranda on amicus briefs, service of process, and extradition.
- Drafted orders and observed courtroom hearings and settlement conferences.

#### **LAW SCHOOL SERVICE**

- Community Service Committee, Member, 2012 – Present
- Public Interest Film Festival Committee, Member, 2012 – Present
- Postgraduate Fellowship Committee, Member, 2013 – Present
- Clinic Committee, Member, 2014 – Present

#### **UNIVERSITY SERVICE**

- Jean Nidetch Women's Center Scholarship Committee, 2014 – Present

#### **BAR ADMISSION**

State of Nevada (2009)

#### **EDUCATION**

**William S. Boyd School of Law, University of Nevada, Las Vegas**, Las Vegas, NV  
 Juris Doctor, May 2009

Honors: 2010 Robert D. Faiss Fellow (recognizes a graduate committed to public interest work)  
 CALI Award (highest grade): Family Law, Immigration Clinic, Local Government  
 Outstanding Guardianship Student Award, Community Service Program, Fall 2007

**University of Nevada, Las Vegas**, Las Vegas, NV

Bachelor of Arts in History, *summa cum laude*, May 2006

Honors: Dean's List six semesters; University and Departmental Honors