

**MARQUETTE VOLUNTEER LEGAL CLINICS  
STUDENT ADVISORY BOARD MEMBER POSITION DESCRIPTION**

Each year, the Marquette Volunteer Legal Clinics (MVLC) recruit a select number of law students to fill positions on the Student Advisory Board (SAB). The SAB member position is one of privilege and distinction – it is an honor to represent the MVLC in this capacity. The SAB commitment is intended to be for the remainder of your law school experience. A SAB member is scheduled at each of the MVLC locations. A snapshot of the MVLC SAB schedule is available below.

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
				Milwaukee Justice Center 8:30–11:00 AM Milwaukee Co. Courthouse 901 N. 9th St., Rm. G-9
Veterans Service Office 3:30–6:00 PM 1st and 3rd Mondays 6419 W. Greenfield Ave.	House of Peace 3:30–6:00 PM 1702 W. Walnut St. (Shuttle available)		Milwaukee Justice Center 1:30–4:00 PM Milwaukee Co. Courthouse 901 N. 9th St., Rm. G-9	
Sojourner Family Peace Center 4:30–7:00 PM 2nd and 4th Mondays 619 W. Walnut St.		United Community Center 4:30–7:00 PM 730 W. Washington (Shuttle available)		

**SELECTION CRITERIA**

1. One semester of MVLC volunteer experience or more preferred
2. Good academic standing (not on probation)
3. Demonstrated dedication to pro bono work and public interest law
4. Strong work ethic and leadership skills
5. Works well with others and respected by peers

**APPLICATION REQUIREMENTS**

Interested applicants should submit the [online application](#) and include a current resume. Applications are due in mid-March (see Law News post for deadline). Selected applicants will be emailed about interview availability for the end of March. All selected candidates are expected to shadow current SAB members in April.

## **POSITION RESPONSIBILITIES**

### **Clinic Facilitation and Oversight**

- Facilitate 2-3 clinic shifts per month (location to be determined by class schedule) in conjunction with supervisor.
- Arrive 30 minutes early to assist with set up of clinic site and intake operations, if necessary.
- Welcome and brief student and attorney volunteers on clinic updates and procedures.
- Review client intake and visit notes to ensure students are capturing clinic data completely and thoroughly.
- Assist volunteers to identify appropriate resources and referrals.
- Assist supervisor, volunteers, and clients as needed to ensure a positive clinic experience. SAB members may be asked to serve as a law student volunteer, if needed.
- Assist in shutdown of clinic site.

### **Meetings**

- Attend two meetings per semester with Office of Public Service staff to provide clinic updates and discuss MVLC policies and procedures.
- Attend MVLC Advisory Board meetings, monthly MVLC Brown Bag CLE sessions, and other events as your schedule allows.

### **MVLC Newsletter Contributions**

- Each SAB member will be responsible for one interview of an attorney volunteer for the MVLC bimonthly newsletter.
- Each SAB member will be responsible for the submission of their bio for a highlight as the SAB member of the month in the bimonthly MVLC newsletter.

### **Substitute for the Clinic Facilitator**

- Some MVLC sites are solely facilitated by SAB members. These sites have a lower client volume and do not require multiple supervisors for facilitation.
- Other MVLC sites occasionally require the SAB member supervise the clinic in place of a staff supervisor. This would only take place if the SAB member feels equipped, prepared, and adequately supported.

### **Student Recruitment**

- Engage fellow law students in conversations about the MVLC and pro bono generally. Describe and explain the MVLC and the role of student volunteers and the benefit to your legal education and the community.
- Participate in the Pro Bono Opportunities Lunch.

### **Volunteer Appreciation Party**

- Assist Office of Public Service staff with planning the annual spring volunteer appreciation party.