

**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 commitment is intended to be for the remainder of your law school experience. Generally, two SAB members are scheduled at each clinic and the time counts as pro bono hours. The SAB role is largely an administrative role with the clinic and the majority of SAB time is spent helping to facilitate the remote legal clinics.

A snapshot of the current MVLC SAB schedule is available below. Please note that this schedule is subject to change (and likely will) for fall 2021 as we navigate a possible return to in-person services.

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
				SAB shift: 8:10-11:30AM Clinic shift: 8:30-11:30AM
SAB shift: 12:40-4PM Clinic shift: 1-4PM			SAB shift: 12:40-4PM Clinic shift: 1-4PM	
	SAB shift: 2:40-6PM Clinic shift: 3-6PM	SAB shift: 4:10-7:30PM Clinic shift: 4:30-7:30PM		

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
6. Schedule accommodates clinic facilitation

APPLICATION REQUIREMENTS

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

POSITION RESPONSIBILITIES

Clinic Facilitation and Oversight

- o Facilitate 2-3 clinic shifts per month (day to be determined by class schedule) in conjunction with supervisor and co-SAB member.
- o Arrive 20 minutes early to assist with set up of clinic site and intake operations.
- o Welcome and brief student and attorney volunteers on clinic updates and procedures.
- o 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.

Meetings

- Attend 1-2 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.

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 Panel each semester.