



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

GENERAL INFORMATION

Each year, the Marquette Volunteer Legal Clinics (MVLC) recruits a select number of law students to fill positions on the Student Advisory Board (SAB). The Student Advisory Board Member position is one of privilege and distinction – it is an honor to represent the MVLC in this capacity.

The Student Advisory Board asks for your commitment for the duration of your law school experience. By completing and submitting the online [Student Advisory Board Member application](#), the applicant acknowledges that he or she intends to serve in a Student Advisory Board Member capacity for the remainder of his or her law school career.

There are several MVLC locations. Review the MVLC schedule and locations [online](#).

GENERAL DUTIES (See below for a more comprehensive description of duties)

1. Coordinate 2 to 3 clinic shifts per month, location determined by class schedule
2. Assist with weekly operation of clinic
3. Recruit new student volunteers
4. Attend select meetings and events as requested by MVLC staff

SELECTION CRITERIA

1. Experience and qualifications
 - Must have at least one (1) semester of MVLC volunteer experience; and
 - Be in good academic standing (not on probation)
2. Demonstrated dedication to pro bono work and public interest law
3. Strong work ethic
4. Works well with others and respected by peers

APPLICATION REQUIREMENTS

Interested applicants should submit the [online application](#), including a current resume.

DETAILED DUTIES

- **Clinic Facilitation and Oversight:**
 - Based on class schedule, take responsibility for assisting in the facilitation of one clinic approximately every other week.
 - Arrive 30 minutes early at the assigned clinic.
to assist with set up of clinic site, including intake, if necessary.
 - Make sure students are capturing clinic data completely and thoroughly.

- Help new volunteers adapt to the clinic.
- Refer students and attorneys to appropriate resources.
- Student SAB members generally will be free, and expected, to take clients as “regular” student volunteers, when needed.
- Monitor clinic supply needs. See Program Assistant for ordering supplies.
- **Meetings:**
 - Attend SAB meetings (at least one per semester) with Office of Public Service staff to review and coordinate ongoing events and responsibilities and participate in the establishment of clinic policies and practices.
 - Attend other meetings and networking events, as necessary. This may include the MVLC Advisory Board meetings and monthly MVLC Brown Bag CLE sessions.
- **Volunteer Spotlights or MVLC “SAB Corner” of Newsletter:**
 - Interview an attorney volunteer for the website and produce a “volunteer spotlight” piece for the bi-monthly MVLC Newsletter.
 - Submit a personal bio of yourself for use in the bi-monthly MVLC Newsletter.
- **Substitute for the Clinic Facilitator:**
 - If for some reason the clinic supervisor cannot be at an MVLC site, the SAB member that is scheduled for that shift will supervise the shift. This would only take place if the SAB member feels equipped, prepared, and adequately supported.
- **Student Recruitment:**
 - Staff a table at the Student Organization Fairs for admitted students in March and for incoming students in August.
 - Engage new 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.
 - Participate in the Pro Bono Opportunities lunch.
- **Student and Attorney Training Sessions:**
 - Attend MVLC student and attorney training session to provide student perspective, explain the role of student volunteers and SAB members, and answer questions.
- **Volunteer Appreciation Party (April)**
 - Assist Office of Public Service staff with planning (venue, menu, etc.)
 - Solicit door prizes