

## **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 legal clinics.

The fall 2022 clinic schedule is still being developed.

### **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**

- Facilitate 2-3 clinic shifts per month (location to be determined by class schedule) in conjunction with supervisor and co-SAB member.
- Arrive 20-30 minutes early to assist with set up of clinic site and intake operations.
- Welcome and brief student and attorney volunteers on clinic updates and procedures.
- 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 one meeting 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 if your schedule allows.