



JOB ANNOUNCEMENT

Job Title	Law Student Pro Bono Coordinator
Supervisor	Assistant Dean for Student Affairs
Employment Dates	September 2016 through April 2017
Expected Hours	No more than five hours per week
Compensation	\$16/hour
Application Deadline	Open until filled

Job Description: The Coordinator will have the following responsibilities:

- Serve as an enthusiastic and energetic ambassador for USF's Pro Bono Program within the law school and the local legal community;
- Actively participate in USF's Pro Bono Program opportunities (the time that the Coordinator spends performing pro bono work will not be compensated unless the work is specifically related to administering the Pro Bono Program);
- Advertise USF's Pro Bono Program and volunteer opportunities;
- Recruit students to participate;
- Serve as a liaison between students, the Office of Student Affairs, and legal service providers by managing sign-up lists for each volunteer opportunity and communicating with stakeholders before and after each opportunity;
- Assist in scheduling and planning Pro Bono Society and Distinction events and activities;
- Draft reports and summaries of students' pro bono participation;
- Assist in developing and implementing new pro bono programs and projects;
- Communicate regularly with the Program Assistant and Assistant Dean for Student Affairs, including weekly in-person meetings; and
- Perform other administrative duties.

Desired Skills

- Demonstrated interest in volunteer work
- Strong verbal and written communication skills
- Creative and strategic thinker
- Effective organizational skills
- Self-confidence, self-motivated, and outgoing

Application Materials: To be considered for this position, email the following documents to probono@usfca.edu:

- Resume
- Statement of interest that does not exceed 250 words
- Three USF School of Law references