UNIVERSITY OF RICHMOND

STUDENT EMPLOYMENT

JOB DESCRIPTION

2015-2016

JOB TITLE: CCE URD CCPB Student Program Manager (Law)

DEPARTMENT: Harry L. Carrico Center for Pro Bono Service at UR Downtown
.Requires monthly office hours at UR Downtown (626 E. Broad Street, Ste 100)

EMPLOYMENT PROGRAM: A Federal Work Study award is mandatory. (Law students: if you were not awarded FWS and would like to be considered for it, please contact Financial Aid (jcurtis2@richmond.edu) to see if it can be added to your financial aid package.)

PAY RATE: Level IV

SUPERVISOR: Tara Casey, Director
Carrico Center for Pro Bono Service

CONTACT INFO: Please submit resume and cover letter directly to Tara Casey at tcasey@richmond.edu. Questions may be directed to her at the law school (804-287-1207) or at UR Downtown (804-955-4004).

JOB SUMMARY: The Program Manager supports the Harry L. Carrico Center for Pro Bono Service (Carrico Pro Bono Center) at UR Downtown. The Law School created the Carrico Center in recognition of an attorney’s professional obligation to serve the community, as well as a law school’s responsibility to educate its students on the need for pro bono legal services. This is an excellent opportunity to work with legal professionals in the Richmond area while gaining an understanding about legal challenges facing the Richmond community.

REQUIREMENTS:

- Please note: this position requires monthly office hours at UR Downtown (min. 4 hours/month).
- Some travel may be required.
- Applicants must be a law student; 2L/3L candidates only.
- Position requires a commitment of 5-15 hours/week.
- Must attend mandatory orientation training.

SPECIFIC DUTIES:

- Provides program support and leadership to one or more of the Carrico Pro Bono Center programs.
- Document program annual workflow cycle and help ensure required activities/goals are met.
➢ Research and create a proposal for the development of new programs/initiatives at the direction of the Director.
➢ Other duties assigned.

QUALIFICATIONS:

1) Legal research skills and analytical abilities necessary to interpret complex information and offer recommendations for program development or modifications.
2) Strong organizational and project management skills.
3) Effective verbal and written communication skills.
4) Dependable, trustworthy, and professional demeanor.
5) Ability to work both independently and cooperatively.
6) Knowledge/interest of legal and social justice issues.
7) Ability to exercise discretion in a confidential work environment.

For Student Employment Use only:
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