

## ▶ **STUDENT CAMPUS COORDINATOR JOB DESCRIPTION**

### **Applications being accepted now!**

The Law School Admission Council (LSAC), the organization that creates the LSAT and preparation resources, is currently recruiting hard-working and energetic college students to serve as *DiscoverLaw.org* Student Campus Coordinators for the 2010-2011 school year. Coordinators will act as LSAC's "voice on the ground" on college campuses across the country to promote *DiscoverLaw.org*, LSAC's campaign to increase diversity in the legal profession.

We're looking for creative, motivated individuals who share this mission. Candidates should be current students interested in working with campus groups, student government and local partners, show strong academic achievement and demonstrate outstanding communication skills. Most of all, we want individuals who are looking to make a difference when it comes to increasing diversity in the legal profession. Don't miss out on this great resume-building opportunity!

### **Responsibilities include:**

- ▶ Distributing and displaying campaign materials (provided by LSAC) to drive students to visit *DiscoverLaw.org*.
- ▶ Promoting the website to other students online via social networking sites, listservs, etc.
- ▶ Identifying and engaging campus partners (prelaw organizations, student associations, sororities/fraternities, other relevant clubs, etc.).
- ▶ Coordinating outreach to community partners (faculty and staff at local law schools, professional associations, law firms, etc.).
- ▶ Making announcements and presentations to inform students about *DiscoverLaw.org*.

### **Minimum requirements include:**

- ▶ Full time enrollment (half time will be considered) in an undergraduate school degree program.
- ▶ Proactive self-starting ability with strong organizational skills and attention to detail.
- ▶ Ability to work both independently and in collaboration with student organizations, campus advisors and local partners.
- ▶ An outgoing personality with excellent oral and written communications skills.
- ▶ Ability to think creatively.
- ▶ Proficiency in Microsoft Office (Outlook, Word, Excel, PowerPoint), Internet and e-mail.
- ▶ Preference will be given to students with an interest in law (including majors in sociology, political science, economics, history or similar field).

### **Compensation and benefits:**

Student Campus Coordinators will receive compensation based on meeting specified campus outreach goals.

### **To apply:**

**Interested applicants should send a resume and cover letter to [DiscoverLaw@LSAC.org](mailto:DiscoverLaw@LSAC.org) with "Campus Coordinator Application" in the subject line.**

Your resume and cover letter should include the following information:

- ▶ Full name, mailing address, and day and evening phone numbers (including area code).
- ▶ Name of college or university (including city, state and ZIP code).
- ▶ Major, if declared.
- ▶ Projected graduation date.
- ▶ Work experience/resume, including GPA.

We will carefully consider all applications, and contact you if you are a good fit for the *DiscoverLaw.org* campaign.

Thank you for your interest in promoting *DiscoverLaw.org*!