

**Position Title:** Graduate Apprentice for Student Life, Elon University School of Law

**Department:** Office of Career & Student Development, Elon University School of Law

**Key Responsibilities:**  Supervise student mentor program; plan and implement new student orientation and fall programs; advise Student Bar Association and related committees; advise student organizations, particularly with event planning and implementation; plan initiatives to promote diversity, inclusion and equity; develop and implement wellness initiatives; assist with policy and protocol development; develop assessment and improvement measures for areas of responsibility.

**Career Options:** Campus Activities/Programming; Student Organization Development and Administration; New Student Orientation; Student Leadership and Advising; Event Planning and Execution; Advising/support of Graduate/Professional Students

**See Full Description**

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**Department:** Office of Career & Student Development, Elon University School of Law

**Supervisor:** Stacie Dooley, Assistant Dean for Career & Student Development

**Office Location:** Elon University School of Law, Greensboro

[Elon University School of Law](https://www.elon.edu/e/law/index.html) provides students with an array of experiential learning opportunities, including full-time residencies in the practice of law, which prepares students for success at all levels of law and society. The school’s rigorous and innovative curriculum, taught by a highly accomplished faculty, prepares excellent and ethical lawyers who have the knowledge, skills and judgment to make significant contributions in service to clients, the profession and society. The Office of Career & Student Development provides Elon Law students with a wide range of services, including career services and professional development; student activities including student organization involvement and development; diversity, inclusion, and equity programming and resources; health and wellness information; personal counseling and referrals; assistance with personal matters including family emergencies and leaves of absences; and guidance with community concerns.

**Position Description**

The Graduate Apprentice for the Office of Career & Student Development (OCSD) at Elon Law works collaboratively with the OCSD professional staff team to provide a wide range of services to students in the areas of new student orientation; student organization support; health and wellness; and diversity, equity, and inclusion. In addition, because the law school is still a relatively young institution, this position provides the opportunity for policy and protocol development and other administrative functions. Given the small size of the law school, student affairs administration is by its nature generalist, while still allowing for deep knowledge of a variety of areas usually housed in distinct offices within a student life division on an undergraduate campus. Our intention at Elon Law will be to give the Graduate Apprentice responsibility in the administrative aspects of graduate student life, while also providing direct and frequent contact with students. The law school environment is highly collaborative, allowing for the development of positive relationships across administrative areas of the school. The Graduate Apprentice will report to the Assistant Dean for Career & Student Development. While most events for which the Graduate Apprentice’s participation is required take place during normal business hours, some evening/weekend hours may be required periodically through each trimester.

The apprentice will be provided membership in a national professional association and have access to select local or regional conferences that enhance their understanding of student affairs in a legal setting. In addition, the apprentice will have the opportunity to present programs in a variety of settings. Professional development opportunities will be identified according to the interests of the apprentice.

Elon Law is located in downtown Greensboro, a 19-mile drive from the main campus. Travel to and from the law school is the responsibility of the apprentice; reimbursement for mileage is not provided.

**Primary duties**

*New student orientation*

* Recruit, select, and train student orientation mentors, with a focus on leadership, campus culture, community development, and peer mentoring.
* Advise student mentor subcommittees, which include Communications, Community Development, Elon Law Reaches Out (a student service experience), and Friends & Family Day.
* Assist in the planning, implementation, and evaluation of the orientation program for new first-year law students.
* Plan and implement ongoing events to assist new students in their transition to law school and build community among the 1L class.

*Student organization support*

* Advise the Student Bar Association Executive Board and Legislative Council, supporting the students in planning and implementing advocacy and community development programming.
* Conduct a “listening tour” with student organizations to assess their needs and provide them with resources to help them accomplish their specific organizational goals.
* Work with main campus to implement Phoenix Connect as a resource for law student organizations.
* Update and develop materials and resources for student organizations that provide them with policy and procedural guidance.
* Advise existing student organizations and facilitate the process for the creation of new student organizations.
* Advise the SBA Treasurer, assisting in the administration of the SBA budget, in excess of $30,000.

*Diversity, equity, and inclusion*

* Co-advise the SBA Community Inclusion Committee (CIC), assisting them with the planning and implementation of dialogic programs that address topics such as implicit bias, cultural competency, and professionalism, specifically as it pertains to the legal profession.
* Support the CIC in planning and implementing Inclusion Week and the Pipeline to the Legal Profession event, which provides an opportunity for area undergraduate students to explore law school and legal careers.
* Work collaboratively with the Director of Inclusive Excellence for Graduate & Professional Programs, as well as the law school Diversity Fellows, to promote DEI initiatives at the law school.
* Counsel student organizations on ways to incorporate topics related to cultural competence in the legal profession in their programs and events.
* Connect student affinity groups with main campus resources such as the CREDE, GLC, and El Centro to develop opportunities for collaboration.

*Wellness initiatives*

* Assess student well-being and implement appropriate programs to respond to student needs.
* Create a “calendar” of anticipated student stress points and deadlines as they move through their 2.5-year curriculum, developing communication and support systems to be deployed proactively and in response to these events.
* Develop and coordinate outreach efforts, such as Brain Breaks, Stress Recesses, ABA Mental Health Awareness Day, Exam Breaks, and “check-ins” to educate students about proactive management of stress and anxiety.
* Utilize JED Campus resources to develop a culture that promotes positive student mental health and wellness.

*Policy & protocol development*

* Work with the Director of Student Life to review and develop policies and protocols for the effective functioning of the law school, ensuring alignment with main campus standards.
* Develop and deliver training for law faculty and staff to ensure they are aware of proper procedures and resources, as well as their responsibilities, when confronted with student crises.
* Collect existing data pertaining to the law student experience to create a “state of our students” presentation for law faculty and staff.

*Administration & event management*

* Assist the Director of Student Life in the planning and implementation of December commencement, and assume primary responsibility for one of the following graduation events: 3L Class Gathering, Donning of the Kente Ceremony, Awards Ceremony, and Dean’s & Alumni Reception.
* Attend weekly OCSD team meetings, and a weekly 1:1 with the Director of Student Life.
* Facilitate timely student organization marketing efforts in conjunction with the Communications Coordinator in the Office of Career & Student Development.
* Manage OCSD social media accounts when appropriate.
* Assist with Career Development programs and deadlines as necessary.
* Participate in various workgroups, committees, and meetings as assigned.

**Integrative Project**

In collaboration with the supervisor, the apprentice will identify a project in the spring of year one in the program to complete in year two. The apprentice and supervisor will work together to identify one area of the apprentice’s responsibilities upon which to focus. Possible projects may center on law student well-being; law school culture that promotes interpersonal and structural inclusion and equity; or other topics related to law student development.

**Professional Development**

The apprentice will be provided membership in a national professional association and have access to select local or regional conferences that enhance their understanding of student affairs in a legal setting. In addition, the apprentice will have the opportunity to present programs in a variety of settings. Professional development opportunities will be identified according to the interests of the apprentice.