

Greetings Mocker or Mock Trial Coach!

On behalf of Envision, the nation's leading experiential education organization, we are seeking highly motivated and energetic individuals to work for us this upcoming summer! Specifically, we are seeking college mock trial students to fill our temporary field positions of Faculty Advisor or Operations Team Member for the Intensive Law & Trial program. At Envision, we are dedicated to enabling students to discover their career and life interests, and providing them with the skills, resources, and experiences they need to successfully achieve their goals. Envision has been offering experiential programs to motivated students since 1985.

What's in it for you or your team members?

- Networking opportunities with Stanford Law School professors!
- Gain experience mentoring high school students by teaching the craft of mock trial!
- Gain valuable working experience and professional development!
- Housing included.
- Meals and travel, mostly included.
- Stipend amount of about \$1000 - \$1300 per session worked!

Program Description:

Intensive Law & Trial is a ten-day program held in collaboration with Stanford Law School in Stanford, CA geared toward high achieving 10th - 12th grade students, who have shown a deep interest in the field of law. Intensive Law & Trial is an advanced level college immersion program that exposes students—from across the country—to the field of law, particularly trial advocacy and litigation. Students learn first-hand skills that are necessary for 21st century success. Students are taught the essence of lawyering at its finest—by law school professors— and will compete in a “collegiate-style” mock trial simulation held in an actual courtroom environment. Law schools students and current American Mock Trial Association students affiliated with a college mock trial team are encouraged to apply.

Program Dates, Location, and Compensation:

These temporary contract positions will begin mid-June and will last through late July. The Intensive Law & Trial program will be located in Palo Alto, CA at Stanford Law School/Stanford University.

The compensation package will include room and board, most meals, most travel, and admission to all conference activities. Staff members will also receive a stipend for each individual conference session worked.

Overall, the stipend amount is about approximately \$1000 to \$1300 per session worked.

Position Descriptions:

Faculty Advisor:

Principal Duties and Responsibilities

- Create and manage a stimulating educational environment which is conducive to students learning
- Be knowledgeable of all policies and procedures and assist with in their enforcement, including appropriate student conduct and dress code
- Facilitate small group meetings (lead interactive discussions, briefings, debriefings, simulations, and follow predesigned lesson plans, etc.)
- Be responsible for the dissemination of the educational content of the program
- Be responsible for providing the best experience possible for all program participants
- Prepare the students for each day's activities
- Efficiently manage the safe transportation of students on-site and off-site
- Attend daily staff meetings

- Complete and submit paperwork in a timely fashion
- Assist support staff with program logistics as needed
- Work closely, cooperatively and amicably with all staff members
- Provide high level of customer service
- Perform other duties as determined by the program leadership

Background/Requirements

- 3+ years college experience (college upperclassmen) and/or Bachelor's degree, preferred.
- Experience and interest in working with program age level students
- Prior teaching or facilitation experience desired (specific program age level preferred)
- Interest in or knowledge of program topic (preferred)
- Job requires employees to stand or walk for long periods of time and lifting up to 50 lbs.
- High energy level, flexibility and the ability to work extended days and hours
- Ability to reside at the conference site
- Completion of mandatory training program prior to working first session
- Pass a mandatory criminal background check
- Visa eligible to work in the United States

Age Group Specific Duties and Responsibilities

- **High School Programs**
 - Supervise an assigned group of approximately 25 high school students and accompany them on all group outings
 - Accompany group on all outings
 - Instruct students using a career based curriculum
 - Assess student progress toward learning objectives and adjust instruction as appropriate
 - Provide supervision and assistance at the program site and events as assigned.

Operations Team Member:

Operations Team Members work behind the scenes to ensure that all events -- from opening day registration to site visits and speaking events run smoothly. The Operations Team is responsible for the logistical implementation of the program as directed by the Operations Coordinator. They also address and meet the general needs of the program, such as overseeing transportation and responding to the needs of all program participants. Operations Team Members must be comfortable interacting with and supervising young people, be capable of handling stressful situations, and be able to use and be responsible for communications equipment.

Principal Duties and Responsibilities

- Monitor the safety and whereabouts of students at all times
- Address all student medical concerns using Envision medical policy guidelines
- Be knowledgeable of all policies and procedures and assist in their enforcement, including student conduct and dress code
- Identify and solve any logistical problems that arise in a quick, efficient, and professional manner
- Manage safe and efficient transportation of students and staff during program
- Utilize the Operations Team vehicles as dictated by program needs
- Advance the location of program events to ensure proper set up and the logistical success of the event
- Prepare all group meeting rooms and deliver materials to the rooms as directed
- Manage food and beverage refreshments for conference social and registration events
- Restock supplies when needed
- Follow accounting procedures for petty cash expenses
- Attend daily staff meeting
- Provide high level of customer service
- Work closely, cooperatively and amicably with all staff members
- Perform other duties as determined by the program leadership

Background/Requirements

- College Upperclassman (3+ years college experience and/or Bachelor's degree preferred)
- Must be at least 21 years of age (as mandated by rental car agreement)
- Experience and/or interest in working with middle school or high school students
- Interest in or knowledge of program topic (preferred)
- Previous logistical or operations work experience (preferred)
- Job requires employees to stand or walk for long periods of time and lifting up to 50 lbs.
- High energy level, flexibility, and the ability to work extended days and hours
- Ability to reside at the conference site
- Completion of mandatory training program prior to working first conference session
- Pass a mandatory criminal background check
- Eligible to work in the United States
- Hold a valid U.S. driver's license with a good driving record and significant (3-5 years) experience with city driving.

Apply Today:

To apply for the **Faculty Advisor** position, please use the link:

https://www.appone.com/MainInfoReq.asp?R_ID=964781

To apply for the **Operations Team Member** position, please use the link:

https://www.appone.com/MainInfoReq.asp?R_ID=964768

On your application, it is imperative that you specify your interest in working with the **Intensive Law & Trial** program.

Not Interested?

Please feel free to forward this requisition to any of your colleagues at other AMTA affiliated mock trial colleges or universities.