



Pretrial Matters

VOLUME 1, ISSUE 3

The Official Newsletter of the American Mock Trial Association

SUMMER 2014

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Angela Mathew Memorial

In early February, Angela Mathew, a member of the Harvard mock trial team, was killed in a car accident on the New Jersey Turnpike on her way home from the Richmond regional. Throughout the spring, AMTA has remembered Angela at its tournaments. Ms. Mathew would have been a senior at Harvard this fall.

Many in our community have asked about where memorials are to be directed. A memorial has been established at Harvard that will provide support for the Crimson's mock trial program. AMTA will make a contribution to this fund, but it encourages those (both programs and individuals) who would like to join the Association's efforts. Donations may be made online via the AMTA Store at <http://www.collegemocktrial.org/about-amta/donations/>. Checks should be mailed to the AMTA office, 2700 Westown Parkway, Suite 410, West Des Moines, Iowa 50266, prior to August 15th. After August 15th, one check will be sent from AMTA to Harvard in the Association's name.

Angela's family rarely witnessed her amazing performances in trial. Harvard's program does not have a tradition of videotaping its trials, so if there are teams who competed against Harvard (while Angela was in the trial) and would be willing to share those videos with the Mathew family, please send a note to Glen Halva-Neubauer glen.halva-neubauer@furman.edu, so that he can send them to Angela's family.

Angela's family and the Harvard Mock Trial program wish to thank everyone in the AMTA community who have shown such compassion and concern during these difficult months.

Message from the Editor

With AMTA's 30th season in the history books, it's already time to start thinking about 2014-2015. AMTA's Board of Directors meets in Newport Beach, CA July 12-13. Our next case will be released on August 15 and the first invitationals are less than four months away.

While teams are taking a well-earned break from competition, AMTA's Board and committees remain hard at work tweaking competition rules and procedures, selecting tournament locations and planning for the organization's future.

After two years of distinguished service as AMTA President, Glen Halva-Neubauer will hand the gavel to President-Elect Justin Bernstein in Newport Beach. As President-Elect Bernstein invites in his column, be sure to contact him if you are interested in becoming involved on a committee, serving as an AMTA representative or just want to share your ideas.

Few AMTA competitors have enjoyed the success of 2014 Florida State alumnus Matthew Covert. In this

edition's feature article, Matthew addresses a debate that has raged since 1985: student-run vs. coach-run. Matthew draws upon his four years of AMTA experience to offer ten outstanding pieces of advice to student-run programs. Whether your program is coach-run, student-run, or somewhere in between, Matthew's article is not to be missed!

Finally, who in Orlando can forget Colorado's College's incredible top-10 finish in their first year of AMTA competition? Colorado College's coach, Judge Regina Walter, shares their inspirational story of hard work, commitment and success.

Next year's editions of *Pretrial Matters* will include a recap of this summer's Board meeting, regular updates from AMTA's committees and, of course, more feature articles from our competitors, coaches and Board members. For now, enjoy your summer. August 15 will be here before you know it!





“The sordid controversies of litigants are the stuff out of which great and shining truths will ultimately be shaped.”

--Benjamin Cardozo

Letter from the President

Success: Some Final Thoughts from AMTA's Outgoing President

In mid-June, I served on a panel at the Northeastern Pre-Law Advisors Association (NAPLA) meetings in Baltimore. The panel focused on integrating mock trial competition into a pre-law program. After the panel was done (and I spent the better part of the day waiting at BWI waiting for my flight home to Greenville), I thought better of some of the answers I had provided to the many pre-law advisors who attended the session. So many of our questions centered on how to create a successful program, and my answers (as well as those of the panelists) assumed that success was measured by advancing one's team to ORCS or the national championship. Surely that is a common definition of success, and my panelists and I were wise to articulate what we believed were the keys to building a program that led to that kind of success.

In the waning hours of my presidency, however, I am also reminded that this is quite a narrow view of success. While far less flashy and difficult to measure for administrators and financial backers, the real successes of mock trial are the gifts that this activity provides to all of its serious participants. I use gifts purposively. Teaching a student or peer to think better on his or her feet, to react quickly and competently to a novel argument, to work with a diverse group of peers in reaching a common goal, to speak clearly, articulately, and persuasively to strangers, to compete with civility and decency, and to read the nuances of cues, both verbal and non-verbal are not merely skills, they are gifts. One's program may never advance to ORCS or to the national championship, but every program can challenge itself to provide students with the

fruits from the mock trial tree.

There are many in our community (largely unheralded) who are exemplars of this broader definition of success. Recently, I learned about one such student, Keith Dunlap, from the University of Maryland. Sadly, Keith passed away in June, but his work at Maryland embodies the very definition of success. While Maryland is well known in our community as a four-time national champion and powerhouse program, Keith was not a part of any of these teams. Rather, he was a journeyman mocker—the person who remained a witness on the C and D teams even when others left because they had not gained a position on a higher team. He inspired his coaches who enjoyed working with him because of his inspirational, can-do attitude. The deep admiration that the Maryland program had for Keith was clear from the notes that I received from the program's coaches. Only a few students and programs will be winners of our competition, but everyone in our organization can enjoy success by acquiring the true gifts of the mock trial community. Let us keep the legacy of Keith Dunlap alive by never forgetting the mission of AMTA—to deliver a high-quality educational experience to all students.

Sincerely,

Glen A. Halva-Neubauer

President
Dana Professor of Political Science
Furman University





“Detached reflection cannot be demanded in the presence of an uplifted knife.”

--Oliver Wendell Holmes

Letter from the President-Elect

Next month, I have the honor and privilege of becoming AMTA President. My first responsibility is to draft committee assignments. I am hoping some of you reading this newsletter will volunteer to help AMTA. If you're interested in getting involved, please email me at jbernstein@sycr.com.

Coaches and former competitors: There are many ways you can get involved. You can serve as an AMTA Representative at a regional tournament; serve on our Site Selection and Host Communication Subcommittee (which helps find great tournament sites and then works with the hosts to make the tournament a success); serve on our Criminal Case Committee (we could especially use a prosecutor or public defender); or serve on any of AMTA's many other committees. You can find a full list of committees here:

<http://www.collegemocktrial.org/about-anta/board-of-directors/board-of-directors-committees>.

Students and competitors: There are ways for you to get involved, too. Let me know if you have strong quantitative/statistical skills, or if you have experience designing smartphone apps. I have some ideas.

Everyone: If you have ideas for how we can improve AMTA, let me know.

College mock trial depends on volunteers. Apart from our one employee, Susan Ewing, everyone involved in AMTA is a volunteer. I hope you will consider volunteering your time and talents for this outstanding activity.

Sincerely,



Justin Bernstein

President-Elect
Stradling Yocca Carlson & Rauth, P.C.
660 Newport Center Drive, Suite 1600
Newport Beach, CA 92660

Be sure to **send us your comments for publication in our next edition!**
(Just email **Grant Keener**, editor, at gwk101@psu.edu.)

Student-run vs. Coach-run Programs

By MATTHEW COVERT

Student-run vs. coach-run mock trial programs. It's a debate that started long before I entered the world of mock trial, and one I suspect that will continue long after I leave. We all know the pros and cons of each, and we've witnessed success for both types of programs over the last decade. My Florida State University team was fortunate enough to win the National Championship in 2013, and from 2006 to 2010 the student-run programs of Harvard ('06, '07, '10) and George Washington University ('08, '09) made Champion-

“...it can be a daunting task to lead a group of college students in an activity that is unknown...”

ship Round appearances. Even more impressive, student-run programs like the one at the University of Georgia have shown that teams with no coaching can not only achieve national-level success, but can field four to five incredibly strong teams year after year.

The debate will rage on, but in some ways I think it misses the point. Not every school, and not every mock trial program, has the resources, local alumni, or legal talent in the community to find an individual (or several) who can run a successful mock trial program. If an attorney never competed in AMTA, or is unfamiliar with the undergraduate mock trial landscape, it can be a daunting task to lead a group of college students in an activity that is unknown to the coach herself. Running a mock trial program is a full-time job, and that is why it is admirable that AMTA has so many programs that have attorneys, professors, and administrators willing to sacrifice their time (and sometimes money) to teach students trial advocacy, as well as take care of the logistics involved with travel, university finances, and organizational leadership. But not every program has that luxury, and that type of involvement from a coach is neither necessary nor desirable for many programs. I have some words of advice for students who are currently leading student-run programs, or those who are trying to get their program up and running for the first time.



Just so you know a little bit about me: I competed in mock trial in high school for several years, and as a freshman at FSU I was given the opportunity to captain our A team. I

took over as president my sophomore year, and I served in that capacity for the last three seasons. We did some things really well, and there were other areas where we struggled. I could write a whole book on the lessons I have learned over the last four years, but here are 10 things that can really help student-run programs attain national success.

\$\$\$ Matters

A lot. At FSU, our level of success happened to correlate perfectly with the amount of funds at our disposal. That does not mean “mo’ money, mo’ ballots,” but having a bigger budget will allow you to expand your program, travel to more competitive tournaments, and spend more money on trial materials and visual aids. Our program has benefitted greatly from this funding; since 2010, we’ve grown from two teams to five teams, broadened our ability to travel from just the southeast to essentially anywhere except the west coast, and upgraded from dirty whiteboards to arteries and inadmissible control boxes. More members, better tournaments, and cooler “toys” will all lead to more success for your program. Make funding priority numbers one, two, and three, and your efforts will pay off.



Look for \$\$\$ Everywhere

Every university is different, but even a cash-strapped state school like FSU has a ton of resources for student organizations to get funding. Lobby your student government association for funding through the appropriate channels. Talk to the deans of every department even tangentially related to mock trial. Set up a meeting with your university president. Solicit donations from local attorneys/professionals. Raise club dues. Host a mock trial summer program for high school students. Host a golf tournament. Host an invitational tournament. Apply to host regionals. For most programs, doing only one or two of these things is not going to be enough. It takes a concerted effort from your entire program to explore every possible avenue to try to build a financially stable organization.

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Student-run vs. Coach-run Programs (cont.)

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Spend \$\$\$ Wisely

In my opinion, money is spent most efficiently when it is used to support the best competi-

tion you can while still giving your students the opportunity to compete in multiple tournaments. If it takes half your budget to fly to D.C., don't do it. Tournaments like those hosted by Elon, Duke, and the University of Georgia all offer top-notch competition at a significantly reduced expense. (This applies to the geographic constraints of living in Northern Florida. The tournaments that may be more economical for your program may be different.) That being said, facing the best of the best is what sparked our program to take our game to the next level. So, if you are fortunate enough to get invited to GAMTI, Downtown, or UCLassic, and your budget is big enough to bear the expense, do it. In my experience, student governments love funding flashy trips, so if you can get them to fund a trip to California or D.C. or New York, you can travel to the big tournaments without using money from your budget. We were able to travel to Ithaca in 2012 and D.C. in 2013 thanks to our student government. Ultimately, you have to find the perfect balance between facing the toughest competition and competing in as many tournaments as possible.

Winning in the Fall Means Nothing

You need to convince yourself of this idea, because it has several implications for how you structure your program and allocate your time. During my freshman and sophomore years, we came in first place at three invitationals

over the two years, but did not qualify for Nationals. My junior and senior years, we had much weaker finishes at invitationals, but made Nationals and did very well. The reason for this is that most programs have to make certain sacrifices in terms of talent development to win early in the year. In order to win, you have to have a long-term mindset.

Spread Your Fall Talent

This idea is commonly referred to as "unstacking" in the mock trial community, with "stacking" meaning putting your best pieces together. I will talk about stacking in a moment, but I really want to stress that the best way to develop everyone's skills is to spread your talent so new members can learn from your experienced veterans. During my first two years at FSU, we decided to stack our two fall teams. Unfortunately, because the B teams did not have a ton of experience, a lot of students with tremendous potential did not get the coaching they needed to develop. This is a situation you want to avoid. Spreading your talent can help prevent this from happening. If your

"The best way to develop everyone's skills is to spread your talent so new members can learn from your experienced veterans."



program fields three to four teams, you can even "split-stack" your fall teams. For example, if you had four teams, you would assess the strength of your personnel, and divide them into a top and bottom half. Within each half of your program, you can mix the talent. "Split-stacking" can be an excellent way to develop skills while still succeeding at fall tournaments, because the pressure to win will always exist.

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Student-run vs. Coach-run Programs (cont.)

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Develop Skills First, Material Later

It seems that every year the invitational season starts earlier and earlier. This puts incredible pressure on teams to push out material that is sub-par for the sake of “getting through” a tournament. Not only can this develop bad habits in terms of writing material, but it stunts the growth of young competitors. Too often, we find ourselves telling a freshman to “memorize this direct” instead of teaching him or her how to think through a direct examination in a thoughtful and methodical manner. It is the latter skill that is necessary for true development, and it is something that is often sacrificed in the name of winning. My advice: develop skills first, and don’t worry about having perfect material for early invitational tournaments.

“Go to tournaments with the two or three main ideas you want to hit on each direct and cross, and use the skills you have been developing to score points.”

Go to tournaments with the two or three main ideas you want to hit on each direct and cross, and use the skills you have been developing to score points. You will be shocked when judges do not notice the difference, and might be pleasantly surprised to find out they prefer your unscripted style over a more rigid presentation.

Know Your Role

Running a mock trial program puts a student in a unique position. The CEO of a major bank never has to work as a teller. Bill Belichick never has to strap on a pair of pads and line up with the Patriots. As the leader of your program, you have to lead your teammates and make tough decisions about what roles your teammates receive, but you also have to go through the day-to-day grind of prac-

ticing and competing with your best friends. It is unbelievably difficult to balance personal relationships and the responsibility of making sure you are fielding the most competitive teams possible. I wish I could give a golden rule to follow, but there really isn’t one. My only advice is to remain cognizant of the line that demarcates your personal and professional responsibilities, and try not to let the two intertwine. If you are lucky, your teammates will understand and respect the line you have to walk, and will be supportive of your decisions.

Design Spring Teams Based On What Fits

Some people might argue that spring teams should be stacked to be as strong as possible, regardless of what fits. I disagree. You want to make sure people are in roles where they can flourish. For example, not everyone is designed to be a middle attorney. If your fourth-strongest attorney gives awesome openings or closings and has the experience necessary to compete on both sides, it could be best for that competitor to compete on the B team—or whatever team you choose—as a double

opener or closer. If you take that person and stick him or her in a middle role, not only are you stunting his or her personal development, you’re messing with the team dynamic as well. At the end of the day, you want everyone to be happy and comfortable with where they are. Maybe your sixth or seventh-best attorney would

be perfect for that middle attorney role, and your stronger attorney would be happier with a bigger role on a different team. To avoid making these decisions based on guesswork or speculation, talk to your program members to get a sense of their desires.



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Student-run vs. Coach-run Programs (cont.)

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Student-Run Does Not Mean No Coaches

Our coaching staff has gone from one when I started, to three last year, to four or five next season. However, we are still a student-run program because our coaches do just that: they coach. They don't dictate or force us to do things we don't want to do. They are there to help us become better advocates and actors, and give us an outside perspective on our case theories and personnel decisions. Being student-run

“Being student-run does not mean you have to go at it alone.”

does not mean you have to go at it alone. You should absolutely find local attorneys, regardless of mock trial experience, to help refine your students' skills and make sure your students are developing. In fact, I would argue that having at least one attorney coach who never did undergraduate mock trial is a huge asset, as it frees you from doing things the

same way as everyone else. In a perfect world, you'll have one coach who has been around the mock trial scene for a while, an attorney-coach who is completely removed from the AMTA world, and someone like a 2L or 3L who has a bit more time to work on day-to-day tweaks with your students.

As a point of personal privilege, I'd like to thank Neil Skene, Steve Hurm, and Demi Busatta for providing us with that perfect combination last year.

It's Not All About Winning

Given that my first nine points all deal with improving your chances of winning, this may seem a bit disingenuous. I want to stress that while winning matters, and it is how we tend to measure success in this activity, mock trial is about so much more. It's about doing something you love with



people who share the same passion. Treat your opponents with respect, even if they don't give you the same in return. Befriend your AMTA representatives; it will pay off down the road. Love your rivals. Remember that winning the

tournament and winning Spirit of AMTA are not mutually exclusive goals—a fact that programs like Northwood, NYU, and UCLA have taught us. Develop a culture of respect for the activity that has changed so many of our lives, and you will find yourself leading a program that wins in and out of the courtroom.

And if all else fails, just Google Iain Lampert. You will be fine.

Matthew Covert is a 2014 graduate of Florida State University, where he was a four-year competitor on the mock trial team. Matthew served as President for three of those years, including 2013 when Florida State won AMTA's 29th National Championship.

The American Mock Trial Association is pleased to announce the availability of official **AMTA graduation honor cords**.

Honor cords are designed to be worn with traditional academic regalia as a prominent display of academic or social achievement. Most traditional honor societies have designated cords. In honor of the dual purpose of Mock Trial (to provide engaged learning through case analysis while promoting competition in a fair and challenging format), AMTA has decided to recognize students for excelling in these objectives.

This year, AMTA is starting a tradition that begins with treating mock trial participation as the academic achievement it is, and ends with competitors proudly displaying their achievements when they walk across the stage at graduation. AMTA's cords feature three braids tied together with a knotted, tri-color tassel. The tassels are Purple: the traditional color of law in academia, complemented by Maroon & Royal Blue—AMTA's official colors. AMTA cords will be sold exclusively through AMTA's online store. The cost is \$12 per cord. Those who purchase nine cords receive the tenth cord free. AMTA's only requirement to wear its cords is that students have registered and participated in at least one AMTA-sanctioned regional tournament. (Please note that individual institutions may have additional requirements for honor cords—so be sure to consult your university's policies.) AMTA hopes that you enjoy these honor cords as much as we love working to make each season the best it can be.

-- Anna Smith, Esq. is a member of AMTA's Board of Directors. She also serves as an adjunct faculty member and coach at Rhodes College. Anna competed for Rhodes College's mock trial team from 1998 to 2002.

A Magical Inaugural Year

By REGINA WALTER

In our first year to have a Mock Trial Team, Colorado College finished 8th in the Jacob Division at the National Championship tournament, placing us among the top 20 teams in the nation. We had a rocky start, but a sensational finish.



The team encountered some significant hurdles early in the season. We had a lot of raw talent and very little idea what we were doing. We started with 9 competitors and lost one after the Christmas break; it is hard to retain interest when you win

CC senior Taylor Kelson is completely responsible for the creation of the team and is almost equally responsible for our success. Taylor competed for Lakewood High School in Colorado and represented Colorado at High School Nationals in 2010. Apparently he had an epiphany that he missed mock trial and didn't want to forego his last opportunity to compete, so... this chemistry major and religion minor (RA, trumpet player, runner, little or no intention to go to law school), decided his senior year to start a team. Really, he did it all: secured funding from the school, sought out a coach, recruited fellow students, found invitationals that worked with CC's block schedule, figured out transportation and lodging, nurtured, inspired, and taught.

The team he assembled includes: Corey Baron and Brennan Godde (freshmen); Ben Kern and Ansel Carpenter (sophomores); Aish Raja and Alex McDonald (juniors). Three of the seven had NO mock trial experience.

Taylor called me because he knew me from high school competition (his team beat my daughter's to go to nationals in the 2010 high school season) and asked if I knew anyone who could coach a college team. I had decided to retire from coaching high school mock trial and needed to fill the void. Coaching for my alma mater fit perfectly. What a great decision! The team surpassed my wildest expectations in terms of talent, attitude (this may or may not be positive), and, ultimately, achievement.

only 4 1/2 ballots total through your first two invitationals. Though we went 2-6 (winning ballots only against a bye-buster team), our second invitational at the University of Illinois Urbana-Champaign was a blessing in disguise. Our first exposure to national-caliber teams showed us a standard to aim for. We lost a second competitor the week before Regionals. Brilliant students make the journey fun, but... if you have brilliant students you may lose one or two when the choice is *Do I present a paper at Harvard or go to Regionals?*"

From the team's perspective, the most difficult hurdles were learning the rules of evidence with no prior experience and the incredible time commitment. From the coach's perspective, anything is possible when you have committed, bright, focused students.

As an aside: Every one of you has heard the speech "You are better than most of the lawyers who appear in my court." Well, it is true. As a judge with 26 years of experience, I think every new lawyer should spend a year competing against college mock trial students. It would certainly improve the quality of presentation and reasoning in the courtroom. Any objections?

Regina Walter is the Coach of Colorado College's Mock Trial Team and El Paso County Court Judge.

Positions Available

Greetings Mocker or Mock Trial Coach!

I obtained your contact information through the American Mock Trial Association website or your school's website. 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 team members

Networking opportunity 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, Meals, Travel...mostly free (with the exception of some meals)!

Stipend amount of about \$1200 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/Training Dates, Location, Compensation:

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

Training:

University of Maryland – College Park, MD

June 12 – 17, 2014

Sessions:

1 – June 22 – July 1, 2014

2 – July 6 – 15, 2014

3 – July 17 – 26, 2014

Compensation includes free housing, most meals are covered (exception of meals between training and session 1 as well as between other sessions), some travel, and admission to all conference activities. Staff members will also receive a stipend for each individual conference session worked (see our website for conference details). Overall, the stipend amount is about \$1200 per session worked. You'll be responsible for your travel to training at UMD and from Stanford to your home.

Position Descriptions:

Faculty Advisor Position:

Faculty Advisors are responsible for providing a superior educational experience through facilitation and instruction using a hands-on educational curriculum. The Faculty Advisor must be able to interact with and supervise students to provide for their safety and well-being. Faculty Advisors report to the Education Coordinator.

PRINCIPAL DUTIES AND RESPONSIBILITIES

- Create and manage a stimulating educational environment which is conducive to students learning
- Instruct students using a career based curriculum
- Facilitate small group meetings (lead discussions, briefings, debriefings, simulations, etc.)
- Assess student progress toward learning objectives and adjust instruction as appropriate
- Be responsible for providing the best experience possible for all program participants
- Supervise an assigned group of approximately 25 high school students and accompany them on all group outings
- Be knowledgeable of all policies and procedures and assist in their enforcement, including student conduct and dress code
- Provide supervision and assistance at the program site and events as assigned
- Assist the Operations Team with 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

- College Upperclassman (3+ years college experience and/or Bachelor's degree preferred)
- Experience and/or interest in working with high school students
- Experienced collegiate level mocker with knowledge of Allen v. Neptune case (academic year 2012-2013)
- Prior teaching or facilitation experience desired (secondary level preferred), but not required
- Interest in or knowledge of program topic (preferred)
- High energy level, flexibility, and the ability to work extended days and hours
- Ability to reside at the conference site
- Completion of training program prior to working first conference session
- Pass a mandatory criminal background check
- Eligible to work in the United States

Positions Available

Operations Team Position:

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. This position requires a considerable amount of physical activity including heavy lifting, walking, and being on one's feet for long periods of time.

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
- Re-stock supplies when needed
- Follow accounting procedures for petty cash expenses
- Provide high level of customer service
- Work closely, cooperatively and amicably with all staff members

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 high school students
- Interest in or knowledge of program topic (preferred)
- Previous logistical or operations work experience (preferred)
- High energy level, flexibility, and the ability to work extended days and hours
- Ability to reside at the conference site
- Completion of 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:

If you or any of your team members are interested in applying, please follow the link <http://www.envisionexperience.com/jobs/work-for-us>. Click on **Temporary Education Opportunities**, then click **search**. Follow the link titled, "**Summer 2014 High School Leadership & Career Based Programs**," and click **apply now**. **On your application, specify your interest in working with the Intensive Law & Trial program.**

Not Interested?

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

Best of Luck,

Jonathan R. McKinney

JONATHAN R. MCKINNEY

PROGRAM MANAGER

ENVISION

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Envision has been offering experiential programs to motivated students since 1985. Envision programs have served more than 800,000 students in more than 145 countries, with programs designed to build skills through experience. The Envision family of programs offers a complete continuum of leadership and career exploration programs, incorporating the Global Young Leaders Conference, the Junior National Young Leaders Conference, Congressional Youth Leadership Council, LeadAmerica and the National Youth Leadership Forums on Medicine, National Security and Law and CSI.