

**Introduction to Law School and the Profession (ILSP)
2012 COORDINATOR APPLICATION**

Application deadline is Friday, February 17th at 12 noon

Students interested in serving as a Coordinator in the Ambassador Program will be expected to perform above and beyond the other Ambassadors. In any of these roles, you will be asked to assist the Office of Student Affairs by leading a committee of Ambassadors to accomplish a part of the ILSP. These positions begin work immediately and will be expected to maintain close contact with the Office of Student Affairs over the summer.

Name: _____	UFID: _____
E-mail: _____	Phone: _____
Year in Law School: 1L 2L 3L	Anticipated Graduation Date: _____

Mark an X next to the position you are seeking; rank positions, if that applies.

Include a one page statement defining your goals for this position and discussing any relevant background or personal characteristics that should be considered.

○ **Ambassador Team Coordinator:**

This Coordinator will help organize the Ambassador program, including communicating with the Ambassador Coordinators and team, selecting and ordering products for the ILSP, and planning and implementing Ambassador meetings and trainings. He/she will also assist with 1L socials after the semester begins, program assessment and making plans for the next year.

○ **Event Management Coordinator:**

This Coordinator will assist with planning the meals and refreshments during ambassador meetings and trainings and the ILSP program, which includes meal selection, set-up and decorating, clean-up, etc. He/she will also organize the ILSP materials and coordinate the arrival and welcome process at the ILSP. In addition, this coordinator will organize a 1L social after the semester begins and work with the other coordinators to finalize a fall social calendar.

○ **Logistics and Solicitations Coordinator:**

This Coordinator will solicit businesses for funds and work with those businesses before and after the ILSP. He/she will also manage the events of each day of the ILSP. This includes assigning the Ambassador roles such as parking duty, registration desk, room moderators, etc. and managing time conflicts. He/she will also organize a 1L social after the semester begins.

○ **Service Coordinator:**

This Coordinator will help plan and implement the Community Service Day (CSD). This involves setting up service opportunities with various agencies, organizing the CSD information communicated to 1Ls during the registration process, and managing logistics of the day. He/she will also organize a 1L social after the semester begins.

Please note you must also complete the Ambassador or Returning Ambassador Application and submit your resume to be considered.

Thank you!