

Title: Domestic Violence Practicum Student Program Coordinator Position Description

Compensation: \$15.00 per hour

Hours: Weekly average approximately 5 to 10 hours per week up to 19.5 hours maximum.

Mode of work: Remote or in-person at the School of Law.

Term: Fall 2024 semester with potential to extend to Fall 2025 semester.

Supervision: Prof. Djuana O'Connor Oshin

Duties:

- Assist in maintaining the client intake process between Child Relief Expeditors at Domestic Violence Court and the Practicum.
- Complete conflict checks to ensure that there are no conflicts between prospective clients and Loyola Law Clinics' clients.
- Assign client intakes to students in the Practicum for client interviews.
- Schedule times and establish zoom links for client interviews.
- Assist in communication between supervising attorney/faculty with Practicum students and clients.
- Attend once-weekly meetings with supervising attorney to discuss scheduling of client intakes.
- Assist in preparing grant reports.
- Attend meetings with grant partners as needed.
- Additional administrative assistance as determined by the supervising attorney/faculty.