

MANUAL Student Employment Office Career Services	SECTION Student Job Description				PAGE 1 / 1 <hr/> REVISED 7/2022
SUBJECT <i>Student Law Aide</i>	RANK	GROUP VI	CBC *	PHYSICAL *	

*position specific
UIC School of Law ONLY

DEFINITION:

The student law aide performs under the supervision of attorneys, primarily law faculty, clinical staff attorneys, and law librarians, maintaining full confidentiality in all client matters. A student law aide:

- Assists with client interviews, hearings, and arraignments.
- Supports the preparation of legal and policy documents, reviews discovery and evidence, and files complaints, motions, memoranda, and briefs.
- Performs research, checks citations, and supports supervising faculty scholarship.
- Coordinates legal events for faculty, students, and the community.
- Assists with general office duties as assigned.

BASIC QUALIFICATIONS:

- Juris Doctorate Candidate at UIC School of Law
- Proficiency in legal research
- Proficiency in legal and/or scholarly writing and oral communication
- Law office or clerkship experience a plus