

MANUAL	SECTION				PAGE
Student Employment Office Career Services	Student Job Description				1 / 2 REVISIED 5/24
SUBJECT		RANK	GROUP	CBC	PHYSICAL
<b>Student Law Aide</b>			VI	*	*

\*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

**LEARNING OUTCOMES:**

- Identify areas for continual growth while pursuing and applying feedback.
- Professionally advocate for oneself and others.
- Seek and embrace development opportunities.
- Understand the importance of and demonstrate verbal, written, and non-verbal/body language, abilities.
- Employ active listening, persuasion, and influencing skills.
- Communicate in a clear and organized manner so that others can effectively understand.
- Frame communication with respect to diversity of learning styles, varied individual communication abilities, and cultural differences.
- Promptly inform relevant others when needing guidance with assigned tasks.
- Make decisions and solve problems using sound, inclusive reasoning and judgment.
- Gather and analyze information from a diverse set of sources and individuals to fully understand a problem.
- Proactively anticipate needs and prioritize action steps.
- Effectively communicate actions and rationale, recognizing the diverse perspectives and lived experiences of stakeholders.

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- Multi-tasks well in a fast-paced environment.
- Actively contribute and advocate for inclusion, equitable practices, justice, and empowerment for historically marginalized communities.
- Keep an open mind to diverse ideas and new ways of thinking.
- Demonstrate flexibility by adapting to diverse environments.
- Plan, initiate, manage, complete, and evaluate projects.
- Use innovative thinking to go beyond traditional methods.
- Act equitably with integrity and accountability to self, others, and the organization.
- Be present and prepared.
- Demonstrate dependability.
- Have an attention to detail, resulting in few if any errors in their work.
- Show a high level of dedication toward doing a good job.
- Listen carefully to others, taking time to understand and ask appropriate questions without interrupting.
- Effectively manage conflict, interact with and respect diverse personalities, and meet ambiguity with resilience.
- Collaborate with others to achieve common goals.
- Navigate change and be open to learning new technologies.
- Manipulate information, construct ideas, and use technology to achieve strategic goals.

\*Learning outcome descriptions from the [National Association of Colleges and Employers \(NACE\)](#).

