

MANUAL Student Employment Career Services	SECTION Student Job Description	PAGE 1 / 2 REVISED 5/24
SUBJECT <i>Student Paralegal Aide</i>	RANK x335	GROUP III

DEFINITION:

The student paralegal aide performs under the supervision of attorneys maintaining full confidentiality all or part of the following duties:

- (a) Prepares legal documents, file cases in the court, and schedules court dates.
- (b) Drafts correspondence for University lawyers and makes routine phone calls to courts and clients.
- (c) Updates law books in the file system.
- (d) Assists with general office duties as assigned.

BASIC QUALIFICATIONS:

Junior or Senior standing in pre-law studies. Good English and composition skills. Proficiency in word processing skills. Law office experience or paralegal training a plus.

QUALIFICATIONS FOR STARTING AT STEP B:

One (1) year actual experience in a law office.

LEARNING OUTCOMES*:

- Professionally advocate for oneself and others.
- 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.
- Ask appropriate questions for specific information from supervisors, specialists, and others.
- Promptly inform relevant others when needing guidance with assigned tasks.
- Gather and analyze information from a diverse set of sources and individuals to fully understand a problem.
- Accurately summarize and interpret data with an awareness of personal biases that may impact outcomes.
- Effectively communicate actions and rationale, recognizing the diverse perspectives and lived experiences of others.
- Actively contribute to inclusive and equitable practices that influence individual and systemic change.

MANUAL Student Employment Career Services	SECTION Student Job Description	PAGE 2 / 2 REVISIED 5/24
SUBJECT <i>Student Paralegal Aide</i>	RANK x335	GROUP III

- Advocate for inclusion, equitable practices, justice, and empowerment for historically marginalized communities.
- Act equitably with integrity and accountability to self, others, and the organization.
- Demonstrate dependability.
- Prioritize and complete tasks to accomplish organizational goals.
- Have attention to detail, resulting in few if any errors in their work.
- Collaborate with others to achieve common goals.
- Navigate change and be open to learning new technologies.

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