



## UIC STUDENT LEGAL SERVICES UNDERGRADUATE LEGAL INTERNSHIP PROGRAM Information Sheet for Spring 2018

### Overview

UIC Student Legal Services (SLS) will launch an unpaid internship program that will provide 2 – 3 undergraduate students with an opportunity to get an inside look into the legal profession.

*SLS, a service provided by the Office of the Dean of Students, provides legal solutions to currently-registered UIC students. SLS offers advice and representation on a variety of legal matters, including, but not limited to, landlord-tenant, family law, employment agreements, and contract disputes. SLS consists of a full-time attorney and a paralegal who are available by appointment for students throughout the calendar year.*

### Job Description/Tasks

Interns will assist the SLS attorney with client cases by doing legal research, drafting memos, and performing other tasks as needed. Interns will also develop projects to raise awareness about legal issues facing students. Interns will get the opportunity to visit a courthouse, sit in on a law school class, and meet with judges and attorneys.

### Time Commitment

Interns will come into the office for three hours to work on individual assignments. There will also be a weekly one-hour staff meeting where different legal topics will be discussed. The internship will begin in January 2018 and end in April 2018.

### Qualifications

SLS will seek applications from currently-registered UIC students who are or will be in Junior/Senior academic standing by the start of the internship program. Applicants must demonstrate a level of knowledge and interest of and in the legal profession. All majors are welcome. Applicants must have strong written and oral communication skills. Proficiency of Word and Excel is preferred, as is a strong ability to use the Internet.

### Training Required

All interns will participate in a group orientation. The SLS attorney will provide individual training on an ongoing basis.

### Application Process

Please submit the following to the SLS office:

- Application (available at <https://dos.uic.edu/studentlegalservices.shtml>)
- Cover letter
- Resume
- 2 to 3-page writing sample
- Names and contact info for two professional references
- One-page written response to: *what legal issue do you believe poses the greatest challenge to UIC students and why?*

Selected applicants will be invited for an interview. All materials must be received at the same time and no later than **Friday, October 13, 2017 at 4 pm.**

Applications can be mailed or delivered in-person to:

Student Legal Services  
Student Services Building  
1200 W. Harrison St, 3030 SSB (MC 318)  
Chicago, IL 60607