

University of Illinois Chicago

Student Legal Services

Staff Attorney

About the University of Illinois Chicago:

UIC is among the nation's preeminent urban public research universities, a Carnegie RU/VH research institution, and the largest university in Chicago. UIC serves over 34,000 students, comprising one of the most diverse student bodies in the nation, and is designated as a Minority Serving Institution (MSI), an Asian American and Native American Pacific Islander Serving Institution (AANAPSI), and a Hispanic Serving Institution (HSI). Through its 16 colleges, UIC produces nationally and internationally recognized multidisciplinary academic programs in concert with civic, corporate, and community partners worldwide, including a full complement of health sciences colleges. By emphasizing cutting-edge and transformational research along with a commitment to the success of all students, UIC embodies the dynamic, vibrant and engaged urban university. Recent "Best Colleges" rankings published by U.S. News & World Report, found UIC climbed up in its rankings among top public schools in the nation and among all national universities. UIC has over 300,000 alumni and is one of the largest employers in the city of Chicago.

Position Summary

Student Legal Services (SLS) is a law office that provides free legal assistance to UIC students. SLS advises students on a broad range of legal matters affecting college students, including landlord-tenant disputes, immigration, family law, domestic violence, consumer matters, employment contract reviews, criminal matters, and traffic tickets.

SLS uses an educational model that empowers students to help themselves. While we do not take cases for full representation, we provide limited services to help students resolve their legal issues, such as negotiating settlement agreements and drafting legal documents for students representing themselves. SLS also collaborates with campus partners to educate students on their rights through legal presentations.

SLS seeks an experienced and dynamic attorney with the aptitude and desire to develop expertise in the areas of law served by the office. This position is primarily in-office with some ability to work from home. SLS attorneys are occasionally asked to do legal presentations or outreach events in the evenings. The position is both lawyer and educator. The attorney must be non-judgmental, student-centered, and dedicated to serving a diverse clientele.

Duties & Responsibilities

- Meet with and advise students on a variety of legal matters.
- Assist in the resolution of legal issues through counseling, document drafting, contact with relevant parties, referrals to other resources, and follow-up.
- Conduct educational workshops and presentations on legal issues impacting the campus community.
- Assess questions that arise with screening, scheduling, and conflict of interest to determine the best way to support student needs.
- Assist with the day to-to-day operations of the office.
- Develop legal resources and referrals for students.
- Assist in the supervision of student workers and law student externs.
- Participate in outreach initiatives.
- Engage in continuous legal education related to our practice areas.
- Act on behalf of the Director of Student Legal Services
- Perform other related duties and participate in special projects as assigned.

Qualifications:

- Juris Doctor from an accredited law school.
- Active license to practice law in Illinois.

- Two years of experience in the practice of law.
- High aptitude in the analysis of legal questions.
- Advanced verbal and written communication skills.

Preferred Qualifications:

- Experience in immigration law.
- Experience in public interest law, legal aid, or law school clinics assisting vulnerable or underserved populations.
- Experience in one or more of the areas of law served by the office.
- Interest and drive to gain expertise in several areas of law as opposed to specialization.
- Demonstrated capability as a self-starter and self-directed learner in a law-related or other endeavor.

Salary & Benefits:

This position is [eligible for benefits](#). This includes Health, Dental, Vision, Life Insurance, a Retirement Plan, Paid time Off, and Tuition waivers for employees and dependents. The salary range for this position is \$75,000 to \$85,000.

We strive to provide a competitive salary, considering factors such as available market data, internal equity, candidate experience and qualifications, and budget constraints. The final salary offer will be determined through a thorough assessment of these elements.

To Apply:

For full consideration, submit an online application that includes an uploaded cover letter, resume, and the names and contact information of three references by January 5, 2026. Apply [here](#).

The University of Illinois System is an equal opportunity employer, including but not limited to disability and/or veteran status, and complies with all applicable state and federal employment mandates. Please visit [Required Employment Notices and Posters](#) to view our non-discrimination statement and find additional information about required background checks, sexual harassment/misconduct disclosures, and employment eligibility review through E-Verify.

The university provides accommodations to applicants and employees. [Request an Accommodation](#).