

Job Description

(Student Assistants/ Student Legal Associates)

Student
Employee
Name:

Student ID:

Supervisor
Name and
Title:

Supervisor

Employee ID:

Job Summary: (In 2-3 sentences, provide a general overview of the position.)

Key Responsibilities: (Provide 3-5 specific job duties and/or tasks performed by the position.)

- 1.
- 2.
- 3.
- 4.
- 5.

Knowledge and Skills: (Identify the specific skill sets, knowledge and abilities necessary to effectively perform the job functions.)

Required:

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Preferred:

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