

LAW RESEARCH ASSISTANTSHIP FACT SHEET

Law Research Assistant (LRA) positions are primarily intended as learning experiences, which contribute to the student's progress toward a program of study. LRA positions are available during the second and third year with most of the faculty. This program has many benefits. Some are financial while others are educational. Below are some details regarding LRA:

→ <https://law.uiowa.edu/careers/law-research-assistants>

FACULTY EXPECTATIONS

A LRA position offers professional training as a legal employee. Faculty members will expect you to:

- Treat the position with respect. Be professional and prepared.
- Submissions should be professional and should include a cover memo.
- Meet submission deadlines. Inform your supervisor as soon as possible if you suspect you will not meet a deadline.
- If you don't understand an assignment, ask questions until you do.
- Above all: communicate with your supervisor.

BAR CHARACTER & FITNESS

State licensing agencies routinely require you to report all employers on your application. LRA supervisors receive the following inquiries from state judicial licensing agencies:

- Would you hire this person again?
- Was this person trustworthy?
- Would you recommend this person for admission to the bar?

RESPONSIBILITIES

- You must meet with Jessica Diers jessica-diers@uiowa.edu to complete the appropriate paperwork to begin your LRA appointment.
- Keep careful, accurate, and contemporaneous records of your work hours.
- Salaried RA positions are a quarter-time appointment, an average of 10 hours a week.
- If working as a salaried LRA, and are **not** meeting your LRA commitment, inform your supervisor as soon as possible.

SALARY/WAGE

- Salaried LRAs are paid \$1,087.50 per semester, \$217.50 monthly.
- Hourly LRAs are paid \$8.50 per hour

HEALTH/DENTAL INSURANCE SUBSIDY

(These benefits do not apply to hourly employees.)
Complete the [health insurance enrollment form](#) in MyUI. The first time you will be eligible for the employee subsidized health insurance will be the first semester of your LRA appointment. Your cost will be deducted from your monthly paycheck.

TUITION ADJUSTMENT FOR NON-RESIDENTS

For those students classified as a **nonresident for tuition** purposes, a quarter-time salaried law research assistant position will change your tuition status during that semester to resident, thus reducing your tuition charges and financial aid package accordingly.

CURRENT OPENINGS

[12twenty](#) is used to advertise LRA positions.

HOURS PER WEEK LIMITATIONS

Student hourly work limitations are established by State of Iowa law. Student employment exists to support students in the pursuit of an academic degree. To ensure success, both in the classroom and on the job, balance is the key. Too many work hours may place a student's academic success at risk. See the link below for more information regarding the work hour limitations for students. The limitations below apply regardless of the number of student jobs a student has or the number of semester hours for which they are enrolled (i.e., enrolled in one class or full-time). See the link below for more information regarding hours per week limitations: Click [here](#).

EMPLOYMENT FORMS

As you begin any form of employment with the University, federal law requires that you complete

an I-9 form to confirm your eligibility to work. You must be prepared to present appropriate documentation to a university representative on or before your first day of employment, who will then work with you to complete this form. [Please refer to the list of acceptable documents.](#)

QUESTIONS ABOUT YOUR PAYCHECK?

If you have questions about your paycheck go to the [Employee Self Service Website](#). After you sign in select Personal then select paycheck review. All employees are paid by [Direct Deposit](#) to a checking or savings account.

QUESTIONS, TROUBLESHOOTING, CONCERNS?

Please contact the appropriate staff member based on your question or concern.

Payroll and Time Sheets:

Jessica Diers: law-financialaid@uiowa.edu, 319-335-9142

12twenty:

Nathan Davis: law-careerservices@uiowa.edu, 319-467-3115

Employee & Supervisor Concerns:

Joshua Patterson: Director of Financial Aid
joshua-patterson@uiowa.edu, 319-467-4666

Carin Crain: Associate Dean for Student Affairs
carin-crain@uiowa.edu, 319-335-9648

Student Health Insurance:

benefits-students@uiowa.edu 319-335-2676

LEARN MORE

- law-financialaid@iowa.edu law.uiowa.edu
- 319-335-9142 280 Boyd Law Building, Iowa City, IA 52242