



**UNITED STATES DISTRICT COURT
EASTERN DISTRICT OF PENNSYLVANIA**

VACANCY ANNOUNCEMENT

POSITION TITLE: Student Intern (Model Intern Program)
(Temporary)
VACANCY NUMBER: 24-03E
LOCATION: Philadelphia, Pennsylvania
SALARY RANGE: CL – 22 (\$34,819 - \$56,647)
POSTING DATE: April 4, 2024
CLOSING DATE: Open Until Filled, with first consideration to submissions received by April 12, 2024.

POSITION OVERVIEW

The U.S. District Court for the Eastern District of Pennsylvania is accepting applications for a one-year student internship as part of the Model Intern Program (MIP) offered through the Administrative Office of the United States Courts. The MIP is built on a foundation of inclusivity and seeks to expose, develop and place talented and underserved undergraduate students from socio-economically disadvantaged backgrounds in paid internships in federal courts, preparing them for future employment opportunities within the federal judiciary.

This unique internship is being offered to a rising junior or senior undergraduate student. The position will be based in the U.S. District Court Clerk's Office in Philadelphia. The internship will start on or after June 3, 2024, and conclude no later than May 31, 2025.

REPRESENTATIVE DUTIES

The intern will function as a student trainee and will rotate through several assignments. During these rotations, the intern's duties may include:

- Observing a variety of civil and criminal proceedings, including trials and hearings to develop a familiarity with the judicial process.
- Observing chambers staff to gain insight on how courtroom deputies maintain the orderly flow of proceedings to effectively support Judges in fulfilling their judicial responsibilities.
- Assisting with the jury summons process and prospective juror orientation.
- Assisting case administration with the classifying, copying, distributing, and filing, of case-related documents.
- Assisting IT with various hardware and software tasks, in Courtrooms, Chambers, and Clerk's Office.
- Assisting with court-related special events such as naturalization ceremonies, investitures, and community-outreach events.
- Performing other duties as assigned.

QUALIFICATIONS and REQUIREMENTS

Qualified candidates must be willing to commit to a one-year internship, be an undergraduate junior or senior during the 2024-2025 academic year, and be currently enrolled full-time, in good standing, at an accredited college or university.

The incumbent will work full-time (no more than 40-hours/week) during the Summer semester, and part-time (no more than 20-hours/week) during the Fall and Spring semesters. During the Fall and Spring semesters, the intern may work fewer hours to accommodate class and exam schedules.

Applicants must also:

- Be a strong academic achiever;
- Exhibit qualities such as strong moral character and self-reliance under challenging circumstances;
- Be self-motivated and proficient at working with minimal supervision;
- Demonstrate an appreciation for the value of diversity and inclusion in the workplace;
- Possess strong organizational and planning skills, be able to demonstrate effective project coordination, facilitation, and implementation, based on prior work or school experiences.

CONDITIONS OF EMPLOYMENT

Must be a U.S. citizen or eligible to work in the United States. Judiciary employees serve under excepted appointments, are considered “at will” appointments, and can be terminated with or without cause by the Court. Employees are hired provisionally pending results of a criminal background check and fingerprinting. This position is subject to mandatory electronic funds transfer (direct deposit) for payment of salary. The U.S. Courts require employees to adhere to the Code of Conduct for Judicial Employees.

INFORMATION FOR APPLICANTS

The Court reserves the right to modify the conditions of this job announcement or to withdraw the job announcement, or to fill the position sooner than the closing date, if a closing date is shown, any of which action may occur without any prior written notice. Due to the anticipated volume of applications, the Court will only communicate with applicants who are selected for an interview. Applicants scheduled for an interview should advise the HR staff if any accommodation will be necessary. Expenses associated with interviews or relocation will not be reimbursed. Funding for housing will not be provided and will be the responsibility of the intern throughout the internship.

APPLICATION PROCESS

Qualified applicants must submit the following as a **single PDF document**:

- (1) A cover letter stating why you are interested in the internship and what experience you hope to gain;
- (2) An updated resume;
- (3) At least one (1) character reference from a college professor;
- (4) A completed Federal Judicial Branch Application for Employment Form AO-78 (available [here](#))

Incomplete applications will not be considered.

Completed applications (in a **single PDF document**) should be forwarded to Human Resources at paed_apply@paed.uscourts.gov with the subject line “**Student Intern Vacancy #24-03**”

**The Clerk’s Office of the U.S. District Court for the Eastern District of Pennsylvania
is an Equal Opportunity Employer, and is committed to recruiting, developing, retaining, and promoting a diverse
workforce.**