



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

VACANCY ANNOUNCEMENT

POSITION TITLE: Student Intern (Administrative Services) (Part/Full-Time, TEMPORARY)
VACANCY NUMBER: 25-11E
LOCATION: Philadelphia, Pennsylvania
SALARY RANGE: CL – 22 (\$35,557 – \$57,769)
POSTING DATE: January 17, 2025
CLOSING DATE: Open Until Filled, with first consideration to applications submitted by February 15, 2025.

POSITION OVERVIEW

This position is located in the Clerk's Office for the U.S. District Court, Eastern District of Pennsylvania. The Student Intern will be part of the Administrative Services department, which includes Procurement, Jury, and Records. The duties of the Administrative Services intern will be performed under the supervision of an Administrative Services team member. The Clerk's Office Student Intern (Administrative Services) position is a temporary three-to-six month appointment, with a possibility of extension. The position start date coincides with the start of summer break.

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

REPRESENTATIVE DUTIES

- Assist with receipt of purchased supplies and verify deliveries against packing slips.
- Assist with scheduling the move and setup of furniture and other office items. Examine furniture and note and report any defects.
- Assist with procurement records management by scanning documents and filing.
- Assist with ordering supplies; assist with following up with Chambers and staff regarding requests, as well as vendor follow up.
- Assist with day-to-day retrieval, maintenance, and filing of court records.
- Prepare Certificates of Good Standing.
- Assist with administrative and customer service work to coordinate and prepare qualified jurors for jury selection.
- Prepare and mail summons notices and forms; prepare attendance certificates on behalf of jurors. Process returned summons, including data entry and preparing excusal letters. Prepare routine correspondence to prospective jurors regarding incomplete questionnaires and to persons failing to return their questionnaires.
- Perform other related duties, as assigned.

QUALIFICATIONS and REQUIREMENTS

Qualified candidates must be an undergraduate junior or senior during the 2025-2026 academic year, and be currently enrolled full-time, in good standing, at an accredited college or university, in a field of academic study such as Business Administration, Public Administration, Project Management, or other related field. Candidate must possess substantial organizational, administrative, and leadership skills. Must have at least a 3.00 cumulative grade point average.

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;
- Possess integrity, tact, good judgement, and professional demeanor;
- 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. US Citizenship is required for consideration for this position.

APPLICATION PROCESS

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

- (1) A letter of interest
- (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 – Admin Services #25-11E**”

**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.**