



**UNITED STATES DISTRICT COURT
DISTRICT OF NEW JERSEY
Melissa E. Rhoads, Clerk of Court**

**Career Opportunity
Announcement # 24-05**

Position Title: Student Intern (Model Intern Program)

Classification Level: CL 22
\$18.06 hourly (Newark/Trenton)
\$16.91 hourly (Camden)

Duty Station: Newark, Trenton or Camden, New Jersey

Posting Period: March 12, 2024, through April 5, 2024

POSITION SUMMARY

The U.S. District Court for the District of New Jersey is accepting applications for a unique, 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.

The District Court is seeking an individual who is keenly interested in learning about the federal court system to fill this position. The internship will be offered to a rising junior or senior undergraduate student. The intern will engage in a wide range of tasks and will gain exposure to work performed by several court units including the District Court, Bankruptcy Court, and Probation and Pretrial Services among the three vicinages (Newark, Trenton and Camden). The internship will start on or after June 3, 2024, and conclude no later than May 31, 2025. More specific details regarding incumbent qualifications, hours of employment, and information on how to apply may be found below.

REPRESENTATIVE DUTIES

Under the direction of three mentor Judges, 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, criminal and bankruptcy proceedings, including trials and hearings, to develop a familiarity with the judicial process;
- Working with Clerk's Office personnel to learn and perform office tasks, including electronic filing of case-related submissions, reviewing and archiving documents, as well as assisting with other administrative duties;
- Observing Judges, Chambers Staff, U.S. Pretrial Services and Probation Officers, and other court-related professionals, to develop an understanding of the federal judiciary and its function and purpose;

- Shadowing the Court Services Department to gain understanding of how the public is summoned to service, and observing prospective juror orientation and providing assistance, where needed;
- Working collaboratively with Chambers Staff, gaining insight on how courtroom deputies maintain the orderly flow of proceedings to effectively support Judges in fulfilling their judicial responsibilities;
- Participation in the annual summer-long intern orientation program which incorporates a series of weekly presentations by guest speakers including Third Circuit and District Judges, Assistant United States Attorneys and Public Defenders, as well as other prominent members of the federal bar, focusing on the variety of areas in the practice of law and the structure and function of the District Court.
- Assisting with court-related special events, such as naturalization ceremonies, investitures, and community outreach and heritage events;
- Performing basic administrative functions, like collecting, organizing, and drafting documents to assist judicial and administrative staff;
- Involvement in the planning of the District Court’s learning center, a developing project to educate the public about the role of the judicial branch of government, working side-by-side with committee members, including Judges, members of the Clerk’s Office, and others who have been selected to formulate and design the learning center, and
- 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 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. During the Fall and Spring semesters, the intern will work part-time (no more than 20-hours/week) and may work fewer hours per week to accommodate class and exam schedules. Applicants must also:

- Be a strong academic achiever;
- Exhibit qualities such as good character and self-sufficiency under challenging circumstances;
- Be self-directed and able to work with limited supervision;
- Demonstrate an appreciation for the value of diversity and inclusion in the workplace;
- Possess solid organizational and planning skills, and be able to demonstrate effective project coordination, facilitation, and implementation based on past work or school experience.

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 and are subject to a probation period. 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 Judiciary Employees, which is available to applicants for review on the Court’s webpage.

INFORMATION FOR APPLICANTS

Where appropriate, the Court provides reasonable accommodation to applicants with disabilities. If you need reasonable accommodation for any part of the application or hiring process, please notify Human Resources at the Clerk’s Office 609-989-2084. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.

APPLICATION PROCESS

Interested and qualified applicants may submit *electronically* to the Court's website, the following documents into 1 PDF:

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

Please submit the above required documents to the attention of Ms. Robin A. Newman, Esq., Human Resources Manager via the Court's Recruitment Database at the following link: <http://ajis.njd.uscourts.gov/application/default> on or before **April 5, 2024, by 5:00 pm**.

Due to the anticipated volume of applications received, the Court will only communicate with those applicants who will be interviewed. Applicants selected for interviews must travel at their expense and relocation expenses will not be reimbursed. Funding for housing will not be provided and will be the responsibility of the intern throughout the internship.

We are unable to consider applications without the required documents sent as instructed above.

THE UNITED STATES DISTRICT COURT FOR THE DISTRICT OF NEW JERSEY IS AN EQUAL OPPORTUNITY EMPLOYER