



**UNITED STATES DISTRICT COURT
MIDDLE DISTRICT OF TENNESSEE**

POSITION TITLE: Student Internship

ANNOUNCEMENT NO.: 2022-02

DUTY LOCATION: Nashville, Tennessee

GRADE LEVEL: CL 22 \$24,867 - \$30,824: Starting salary commensurate with qualifications and work experience

STARTING DATE: June 6, 2022

END DATE: June 2, 2023

OPEN PERIOD: Open until filled with first consideration given to submissions received by April 29, 2022

POSITION OVERVIEW:

The United States District Court for the Middle District of Tennessee is accepting applications for a one-year term student internship as part of the Model Intern Diversity Pilot Program (“MIDPP”) offered through the Administrative Office of the United States Courts. This program is built on a foundation of diversity and innovation and exists to place talented and underserved undergraduate students in paid internships in federal courts around the country to expose them to all aspects of the courts’ work and prepare them for future employment opportunities within the federal judiciary.

This unique year-long internship is being offered to rising junior and senior undergraduate students and will be headquartered at the United States District Court for the Middle District of Tennessee in Nashville. The intern will work full-time during the summer term (estimated 680 hours) and part-time during the fall and spring semesters (estimated 300 and 400 hours, respectively). The intern will report directly to the Clerk of Court and will work with federal judges, court unit executives, lawyers, law enforcement officers, and other court-system professionals performing or assisting in the performance of a variety of judicial, legal, and/or administrative functions within the judiciary.

REPRESENTATIVE DUTIES:

The Court will offer five rotations under the supervision of designated mentors: (1) the District Judge rotation; (2) the Magistrate Judge rotation; (3) RISE (Realizing Individual Success and Empowerment) Reentry Court rotation; (4) Clerk's Office rotation; and (5) Probation and Pretrial Services Office rotation. The intern duties will include:

- Observing a wide variety of court proceedings in civil and criminal matters to develop a familiarity with the judicial process.
- Assisting with the maintenance and distribution of court records to assist judicial, legal, professional, and/or administrative staff.
- Editing and proofreading draft orders, and opinions.
- Shadowing a Courtroom Deputy, an Assistant United States Attorney, and an Assistant Federal Public Defender to develop understanding of the criminal justice system.
- Working alongside the Chief Judge and Magistrate Judges to facilitate the RISE Reentry Court's work with citizens returning from incarceration and participating in the bi-monthly reentry court sessions.
- Learning CM/ECF docketing basics for both civil and criminal cases.
- Attending client interviews with Probation and Pretrial Service Officers for the preparation of pretrial and presentence reports.
- Assisting the Jury Administrator with jury trial preparation and logistics and reviewing juror qualification forms.
- Reviewing pro hac vice motions and attorney admission applications.
- Assisting the finance team with review of disbursement orders, collection of debt, and the disbursement of funds.
- Observing and assisting the Procurement Specialist, whose duties include the purchasing of supplies and equipment and interacting with vendors.
- Performing other duties as assigned.

The intern will complete a substantive research project with written and oral presentation deliverables that will serve as a capstone to the internship. The subject of the capstone project will be agreed upon between the intern and the Court based on the Court's needs and the intern's research interests.

EXPERIENCE/REQUIRED COMPETENCIES:

- Must be a junior or senior during the 2022-2023 academic year and currently enrolled full-time and in good standing at an accredited college or university.
- Must exhibit a demonstrated interest in the law, with an educational focus on pre-law, criminal justice, business administration, finance, or a related discipline.
- Must demonstrate an ability to perform a wide variety of administrative tasks including: skill in sorting, organizing, and filing documents; ability to follow detailed instructions, enter data, and upload numerous documents to appropriate electronic repositories; and skill in organizing workload and multitasking.

- Must demonstrate an ability to apply the Court's policies, procedures, practices, and guidelines, including those related to handling legal documents; an ability to demonstrate sound ethics and judgment; and an ability to follow documented instructions.
- Must have excellent creativity and analytical, problem-solving, and critical-thinking skills.
- Must have a strong attention to detail and organization skills.
- Must be able to work independently.
- Must have excellent writing skills.

CONDITIONS OF EMPLOYMENT:

- Employees must be U.S. citizens or eligible to work in the United States.
- Employees are required to adhere to the Code of Conduct for Judicial Employees, a copy of which is available upon request.
- Employees must comply with court confidentiality requirements, including handling confidential information in a variety of contexts.
- Employees of the U.S. District Court are Excepted Service Appointments. Excepted Service Appointments are "at will" and can be terminated at any time with or without cause. The appointee may be removed from this position at any time if, after reasonable on-the-job training, the appointee fails to perform at a satisfactory level.
- Employees are required to use Electronic Fund Transfer (EFT) for payroll deposit.
- A final candidate is subject to a background check and subsequent favorable suitability determination.
- A final candidate must provide proof of COVID-19 vaccinations, including booster, and agree to Court, local, and national COVID-19 safety protocols and procedures.

APPLICATION INSTRUCTIONS:

Qualified persons must submit the following:

- Cover letter explaining the reasons why you are interested in this internship, what experience you hope to gain, and how it is relevant to your future plans.
- Resume.
- Two character reference letters, one preferably from a current or former faculty member.

Interested applicants are asked to submit **one PDF document** that contains a cover letter, resume, and at least one character reference from a college professor. Please email the pdf document to applications@tnmd.uscourts.gov with the subject line "Student Internship." For first consideration, applications must be received by close of business on Friday, April 29, 2022.

Due to the 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.

The U.S. District Court is an Equal Opportunity Employer.