



**United States District Court
Eastern District of New York
Clerk's Office**
www.nyed.uscourts.gov

**Vacancy Announcement – 16-24/Int-HR
09/16/2016**

**College Intern
Brooklyn, NY Courthouse, 225 Cadman Plaza East
Salary: \$14.03 per hour**

Closing date for receipt of résumés: Friday, October 7, 2016

POSITION OVERVIEW: The Human Resources Department seeks a highly motivated, responsible, detail-oriented individual to assist in daily administrative duties. The intern should be able to work in a team environment and have excellent customer service skills. The intern will perform various duties to include: filing, copying, answering the phone, taking messages, scanning, shredding and boxing documents, creating and preparing spreadsheets, reports and other administrative duties, and assist the human resources department with special projects and new hire orientations. The successful candidate may have an opportunity to attend court proceedings and observe the workings of the Court.

REQUIREMENTS: The successful candidate(s) must be enrolled in a college or university and be in academic good standing. Ability to file, extract, and refile documents accurately and appropriately is required. Ability to follow detailed instructions and multitask. Skilled in organizing own work. Compliance with the *Code of Conduct for Judicial Employees* and court confidentiality requirements. The ideal candidate also will have the following qualities:

Personal characteristics that indicate integrity, strong work ethic, organized, detail oriented, and accountability for work product and be able to adhere to confidentiality requirements. The candidate should also possess excellent communication skills (written and verbal), with the ability to interact tactfully with a wide variety of people, professional demeanor, mature, self-motivated, flexible and tactful when working under pressure in a team environment.

Applicants must be able to work between 20 or 40 hours per week during the hours of 8:30 am-5:00pm Monday- Friday. The actual work schedule will be determined by the Court and student. The internship will run for no more than 8-14 weeks, commencing Fall 2016. The internship start date will be determined by the Court, the school and the student. Students that are pursuing a degree in business or public administration, or specializing in human resources management will be given special consideration.

To apply, please submit a cover letter detailing your knowledge, skills and abilities relevant to the field of human resources with a résumé:

via email to:
nyed-applications@nyed.uscourts.gov
Attn: Jeffery Howell, Human Resources Manager

All applicants must be U.S. Citizens. Applicants selected for the position are subject to a background check. Employees are required to use electronic funds transfer for payroll deposit.

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