

EASTERN DISTRICT OF NEW YORK

ADR Internship

DESCRIPTION OF POSITION

The United States District Court has an opening for the position of ADR Intern based at the Brooklyn Courthouse. The ADR Intern will assist the ADR Administrator with the management of the alternative dispute resolution program (ADR) for the court. Fall and spring interns are asked to commit 10-15 hours per week and may participate in the internship for school credit. Summer interns are asked to commit 24-40 hours per week for a ten-week internship and ideally can obtain school credit and/or receive a public interest stipend. This internship is unpaid.

DUTIES AND RESPONSIBILITIES

- Assist ADR Administrator in providing information about the court's ADR program to parties, mediators, arbitrators, judges and court staff, lawyers, other courts and the public.
- Assist in the preparation of reports in areas including, but not limited to, mediator and arbitrator utilization and the court's internal controls and local rules. Review statistical data and act as a resource on data collection.
- Assist in the development of presentations, including visual presentations, for ADR panelists, judges or staff regarding special projects or topics.
- Monitor legal decisions and state and federal legislative action in the ADR new developments in other courts and the private sector.
- Conduct research on specific ADR related questions and report on the results of such research.
- Whenever possible, observe mediation and arbitration proceedings.
- Perform other duties as assigned.

ELIGIBILITY REQUIREMENTS

Must be enrolled in an undergraduate or graduate program. Applicants with experience and knowledge of conflict resolution preferred. The successful candidate must also demonstrate the ability to handle multiple projects and tasks at one time. Additionally, he/she must present a professional demeanor; possess strong office and organizational skills; possess excellent oral and written communication skills; and, must be able to work in a team environment. Applicants must be eligible to work in the United States and be willing to undergo a background check.

TO APPLY

Submit a cover letter and resume with the subject line "ADR Intern" via e-mail to nyed_adr@nyed.uscourts.gov.