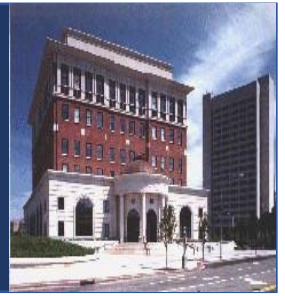




UNITED STATES DISTRICT COURT SOUTHERN DISTRICT OF NEW YORK PROBATION OFFICE STUDENT INTERNSHIP PROGRAM



Position: Non-Paid Internship – Probation Office

Vacancy No. 2024-02

Locations: 500 Pearl Street, New York, New York
300 Quarropas Street, White Plains New York

Number of Positions: Multiple

Term: Part-time or Full-Time/Temporary

Opening Date: 04/01/2024

Closing Date: Open Continuously

CONDITIONS OF INTERNSHIP:

Non-United States (U.S.) citizens must be legally in the U.S. and authorized to work in the U.S. under U.S. immigration law. Employment Eligibility Verification (form I-9) must be completed with acceptable documentation to verify (1) legally in the U.S. and (2) authorized to work in the U.S. A Student Visa (form F-1) may be accepted. All acceptable documents must be original and unexpired and presented to HR on the first day of internship.

All interns are required to adhere to the Code of Conduct for Judicial Employees available for public review on the [USCourts.gov website](https://uscourts.gov).

The successful candidate for this position is subject to a background check.

The Southern District of New York values diversity and is committed to inclusion in the workplace. We encourage applications from all qualified individuals and seek a diverse pool of applicants.

PROGRAM INTRODUCTION: The United States Probation Office for the Southern District of New York voluntary internship program is established to help students acquire knowledge, to gain valuable experience, and fulfill school requirements, while also providing services to the U.S. Probation Office. Our goal is to provide students with hands-on experience in the two facets of probation: presentence investigation and post-conviction supervision. The probation office will consider the applicant's division preference but cannot guarantee assignment. Interns may receive academic credit if an agreement is made between the Probation Department and the intern's college or university.

POSITION OVERVIEW: The Probation Office seeks out undergraduate and post-graduate students majoring/minoring in criminal justice, the social sciences, and other related fields of study. The students will be given as much exposure to their designated division, and possibly the other sector, during the internship appointment. There may also be involvement in special projects, but always under the direction of an officer, in an office setting in one of our two offices, unless otherwise directed. Internships are available during spring, summer, and fall semesters.

GENERAL EXPERIENCE: The position requires excellent communication skills (written and oral), strong interpersonal skills, computer literacy, and some knowledge of legal terminology. Must be punctual and reliable.

MINIMUM QUALIFICATIONS:

1. Must be at least 18 years old.
2. Enrolled in an undergraduate or graduate program at an accredited college/university junior or senior.
3. Cumulative GPA of 2.5 or above.
4. Must be in good standing with college or university.
5. Must commit to completing a minimum of 16 hours per week.

Visit our website



APPLICATION PROCEDURE: Interested individuals should submit a packet of the required documents via email to Personnel@nysd.uscourts.gov. Please submit your packet **as a single PDF document.**

Your PDF packet **must** include:

- Cover Letter
- Resume
- Application for Federal Employment (AO78)
 - Can be downloaded from:
<https://www.uscourts.gov/sites/default/files/ao078.pdf>
- Most recent transcript – unofficial transcript is acceptable
- **Two** letters of recommendation from a professor and/or an employer

****If applying for academic credit, one of the letters of recommendations must be from your advisor or a major faculty member.**

Only candidates who are selected for interviews will be contacted.

PLEASE INCLUDE YOUR OFFICE PREFERENCE IN THE COVER LETTER.



EQUAL OPPORTUNITY EMPLOYER

