

# UNITED STATES COURT OF APPEALS FOR THE SECOND CIRCUIT



## VACANCY ANNOUNCEMENT

May 8, 2024

**Reference No.: FY24-18**

**Position Title:** College Intern (Architectural Design)  
**Location:** Office of the Circuit Executive, New York, NY  
**Salary Range:** \$21 to \$24 per hour  
*Salary commensurate with experience, qualifications, and education*  
**Closing Date:** Open Until Filled

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The Office of the Circuit Executive seeks a highly motivated, responsible, and detail-oriented Intern to join our team. This internship provides on-the-job training in organizational management and operations and experience in a fast-paced and dynamic environment.

**About the Office of the Circuit Executive:** The Office of the Circuit Executive supports all of the non-judicial business of the Court of Appeals and its committees, the Judicial Council and its committees, and the Chief Circuit Judge, as well as other business relating to the operation and administration of the Second Circuit Courts. The Office of the Circuit Executive serves as the administrative arm of the Court of Appeals, and encompasses human resources, workplace relations, information technology, space and facilities, civic education, security, budget and finance, procurement, emergency preparedness, and event planning functions. The Office of the Circuit Executive has a significant role in supporting [\*The Honorable Robert A. Katzmann Justice For All: Courts and the Community Initiative\*](#), the Second Circuit's civic education project.

**Position Overview:** The intern will support the Office of the Circuit Executive's senior management team and will report directly to the Assistant Circuit Executive for Space & Facilities, with some oversight from the Deputy Circuit Executive. Duties include:

- Participating in design and construction projects with the space and facilities team to support the department's ongoing projects.
- Updating the master property inventory list for cyclical audit.
- Supporting *Justice For All* civic education programs and events for summer program operations.
- Collaborating with the Circuit events team on event planning and event execution.
- Assisting with preparing materials for the Second Circuit Judicial Conference (a Circuit-wide conference for all Second Circuit judges) if on board by May 28, 2024.
- Providing administrative support as needed to the Office of the Circuit Executive staff.

**Desired Qualifications:** This opportunity would be ideal for a candidate who is interested in one of the following fields: education, law or legal services, public administration, public affairs, organizational management, though all with applicable experience are welcome. AutoCAD capability and an Architecture, Interior Design or Engineering education is preferred.

- Ability to work both independently and as part of a team.
- Ability to think critically and problem solve creatively.
- Attention to detail and ability to juggle multiple tasks, learn quickly, and take initiative.
- Proficient with Microsoft Office applications.
- Excellent analytical, organizational, interpersonal, oral and written communication skills and a strong customer service orientation are essential.

The position requires a high school diploma or equivalent. To qualify for a higher rate of pay, applicants must have either: (i) one year (30 semester or 45 quarter hours) of education beyond high school; or (ii) one year of general work experience involving progressively responsible clerical, administrative or other work that indicates the possession of, or the ability to acquire, the knowledge and skills needed to perform the duties of the position.

**Conditions of Employment:** Must be a U.S. citizen or lawful permanent resident seeking U.S. citizenship. Positions with the U.S. Courts are excepted service appointments, which are “at will” and may be terminated with or without cause. All interns are subject to strict confidentiality requirements. Applicant selected for the position will be brought on provisionally pending the results of a background check. Direct deposit of pay is required.

**To Apply:** Please submit a cover letter, resume, and a sample portfolio **as a single PDF attachment** by email to [resumes@ca2.uscourts.gov](mailto:resumes@ca2.uscourts.gov), subject line: College Intern, Reference No. FY24-18 . **When saving your documents as one PDF, it is important to name the file using only your firstname\_lastname.** Your cover letter should include your summer availability and the best means of contacting you. **Incomplete applications will not be considered. Only candidates selected for an interview will be notified. No phone calls, please.**

**THE UNITED STATES COURT OF APPEALS FOR THE SECOND CIRCUIT IS AN EQUAL OPPORTUNITY EMPLOYER.**