

# UNITED STATES COURT OF APPEALS FOR THE SECOND CIRCUIT



## VACANCY ANNOUNCEMENT

May 2, 2025

**Reference No.: FY 25-07**

**Position Title:** Summer Archives Intern  
**Location:** Thurgood Marshall U.S. Courthouse, Headquarters Library, New York, NY  
**Salary:** \$20 per hour  
**Closing Date:** **Open until filled**  
*Expected Start Date: May 27, 2025*

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The Second Circuit Library is seeking a motivated and detail-oriented intern to assist with the processing and cataloging of our physical archival materials. This internship offers hands-on experience in archival practices within a professional library setting.

**POSITION OVERVIEW:** The successful candidate will understand archives and collections, metadata standards, and best practices in library science. Tasks will include, but are not limited to:

- Assisting in the physical processing and arrangement of archival materials.
- Rehousing and labeling documents according to archival standards.
- Entering data into archival management systems.
- Identifying objects for future digitization projects.

**QUALIFICATIONS:** Preference will be given to those currently enrolled in, or recently graduated from, an MLS/MLIS program, though all with relevant experience are welcome to apply.

The successful candidate will possess:

- A close attention to detail, with strong organizational skills.
- Excellent written and oral communication skills.
- An ability to work effectively under supervision and independently.
- Experience or familiarity with cataloging and archival standards and best practices.
- An interest in archives, special collections, or history.

**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. The candidate(s) selected for the position will be brought on provisionally pending the results of a background check. Direct deposit of pay required.

**TO APPLY:** Please email a cover letter and resume as a single PDF attachment to [resumes@ca2.uscourts.gov](mailto:resumes@ca2.uscourts.gov), subject line: “Summer Archives Intern, Reference No. FY 25-07.” Your cover letter should include your summer availability and best means of contacting you. **When saving your documents as one PDF, it is important to name the file using only your firstname\_lastname.** 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.**