



**United States District Court
Eastern District of New York**
www.nyed.uscourts.gov

**Vacancy Announcement
Announcement# 26-22/STUINTCI**

Position: Student Intern
Location: Central Islip, NY Office – 100 Federal Plaza
Salary Range: CL-22 (\$20.19 per hour)
Opening Date: May 29, 2026
Closing Date: June 12, 2026
Area of Consideration: Available to Junior and Senior undergraduate students on Long Island (Nassau, Suffolk counties)

OVERVIEW: The Clerk’s Office seeks a highly motivated, responsible, detail-oriented intern to assist in daily administrative and case management duties. Responsibilities will include assisting the operations staff with filing, copying, scanning, archiving, inventory, and other duties. Interns may have an opportunity to attend court proceedings and observe the workings of the Court.

REQUIREMENTS: The successful candidate(s) must be currently enrolled in an undergraduate program at a college or university and in good academic standing. Applicants must possess good clerical and organizational skills, software, and keyboarding skills, and the ability to follow a body of rules, regulations, directives, or laws. Applicants must also adhere to the Code of Conduct for Judicial Employees. The internship will run for no more than 10 weeks, commencing in late June. The internship start date will be determined by the court and the student.

QUALIFICATIONS AND REQUIREMENTS: Candidates must be a U.S. citizen or a lawful permanent resident seeking citizenship. Candidates must be a junior or senior undergraduate during the 2026-2027 academic year and currently enrolled full-time and in good standing at an accredited college or university. Candidates must demonstrate strong communication skills, with the ability to effectively communicate both orally and in writing. Candidates should display strong moral character. Candidates must have experience with Microsoft Office Suite including Word, Outlook, and Excel.

HOW TO APPLY:

Qualified candidates should submit **one PDF document** that contains:

- A completed AO-078 Federal Judicial Branch Application for Employment [located here](#) (See Conditions of Employment section)
- A cover letter, including your response to the following question: **Why are you interested in this internship and what experience do you hope to gain?**
- A current resume.

All application materials must be submitted ELECTRONICALLY, no exceptions, to the court’s application box:

<https://edny.app.box.com/f/a8f46379a6e0461d89ebc37d3960e8b3>

Address your application package to:

**Attn: Jeffery Howell, Director of Human Resources
United States District Court, EDNY
225 Cadman Plaza East
Brooklyn, New York 11201**

Please reference the vacancy announcement number in your cover letter. Applications will not be considered complete until all items listed above have been received by Human Resources.

CONDITIONS OF EMPLOYMENT: Candidates are not required to complete questions 18-20 on form AO-78 regarding criminal history but the successful applicant will be subject to a criminal background check after a being furnished a conditional employment offer. Judiciary employees serve under excepted appointments, are considered “at will” appointments, and can be terminated with or without cause by the Court. This position is subject to mandatory electronic funds transfer (direct deposit) for payment of salary. The U.S. Courts require employees to adhere to the Code of Conduct for Judiciary Employees, which is available for review on the U.S. Courts webpage at <https://www.uscourts.gov/rules-policies/judiciary-policies/ethics-policies>.

EXEMPLARY WORKPLACE: The U.S. District Court for the Eastern District of New York is committed to promoting and maintaining an exemplary workplace where all people are treated with fairness, dignity, respect, civility, and tolerance.

Miscellaneous Information: The U.S. District Court for the Eastern District of New York reserves the right to modify the conditions of this job announcement, withdraw the announcement, or to fill the position prior to the closing date, any of which may occur without prior written or other notice.

The U.S. District Court for the Eastern District of New York is an Equal Opportunity Employer.