

# UNITED STATES COURT OF APPEALS FOR THE SECOND CIRCUIT



## VACANCY ANNOUNCEMENT

November 4, 2016

**Reference No.: FY 17-03**

**Position Title:** Project Coordinator  
**Location:** Thurgood Marshall U.S. Courthouse, Headquarters Library, New York, NY  
**Appointment:** Temporary to Permanent  
**Salary Range:** \$20 to \$25 per hour  
*Salary commensurate with experience, qualifications, and education*  
**Closing Date:** December 5, 2016  
*Expected Start Date: January 2017*

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The Second Circuit Library seeks a creative, energetic Project Coordinator to join our research and information services team. This position provides graduate students with the opportunity to gain on-the-job training and experience in a fast-paced, technology-driven environment.

**ABOUT THE SECOND CIRCUIT LIBRARY:** The Second Circuit Library provides research services to over 200 circuit, district, magistrate, and bankruptcy judges; and over 2,000 court staff. The Library currently employs 25 staff members circuit-wide and maintains six staffed branch libraries in New York, Connecticut, and Vermont. The Project Coordinator will be stationed at the Circuit's Headquarters Library located in the historic Thurgood Marshall United States Courthouse. For more information about the Second Circuit, please visit <http://www.ca2.uscourts.gov>.

**POSITION OVERVIEW:** The Project Coordinator will assist the Head of Research and Education (HRE) with circuit-wide research, training, and educational initiatives. Duties include:

- Collaborate and build interactive learning modules.
- Create multimedia and educational materials.
- Assist the HRE and research and design staff with special projects pertaining to new media, court history, and civics outreach and education.
- Conduct workshops and presentations.
- Design online tutorials, surveys, and guides.
- Provide research services to judges, court employees, and members of the public.
- Perform other duties as assigned.

**DESIRED QUALIFICATIONS:** This opportunity would be ideal for a Masters candidate or recent graduate in one of the following fields: Library Science, Education, Museum Education, and Instructional Design, though all with applicable experience are welcome.

- Ability to work both independently and as part of a team.
- Ability to think critically and problem solve creatively.
- Familiarity with word processing, spreadsheet and searching software applications.
- Experience or motivation to gain experience in emerging technologies, graphic design, web site development, and electronic publishing.
- Experience working in interactive digital learning environments and with collaborative tools.
- Excellent analytical, organizational, interpersonal, oral and written communication skills and a strong customer service orientation are essential.
- Prior academic research experience helpful.
- Teaching or training experience preferred.

**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. Employees are hired provisionally, pending the results of a fingerprint and background check. Direct deposit of pay is required.

**TO APPLY:** Please submit a cover letter and resume **as a single PDF attachment** by email to [resumes@ca2.uscourts.gov](mailto:resumes@ca2.uscourts.gov), subject line: Project Coordinator, Reference No. FY 17-03. In your cover letter, please indicate how you heard about this position (career services, LinkedIn, uscourts.gov, etc.). 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.**