

UNITED STATES COURT OF APPEALS FOR THE SECOND CIRCUIT



VACANCY ANNOUNCEMENT

March 28, 2023

Reference No.: FY 23-21

Position Title: Creative Projects Intern
Location: Thurgood Marshall U.S. Courthouse, Headquarters Library, New York, NY
Salary Range: \$18 to \$22 per hour
Depending on experience and qualifications
Closing Date: April 30, 2023
Expected Start Date: May 22, 2023

The Second Circuit Library seeks a creative, energetic intern to join our research and information services team. This internship 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 Creative Projects Intern will be stationed at the Circuit's Headquarters Library located in the historic Thurgood Marshall United States Courthouse. The Library supports high-tech, collaborative teaching and learning spaces for team-based learning within technology demonstration and exploration centers. For more information about the Second Circuit, please visit <http://www.ca2.uscourts.gov>.

POSITION OVERVIEW: The Creative Projects Intern will assist the Senior Research Librarian 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.
- Attention to detail and ability to juggle multiple tasks, learn quickly, and take initiative.
- Tech-savvy; comfortable with and enthusiastic about educational technologies.
- 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. 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 investigation. Direct deposit of pay required. All employees must be fully vaccinated against COVID-19, absent an approved medical or religious exemption, and submit proof of full vaccination prior to start.

TO APPLY: Please submit a cover letter and resume as a single PDF attachment by email to resumes@ca2.uscourts.gov, subject line “Creative Projects Internship, Reference No. FY 23-21.” 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.