

**United States District Court  
District of Maine  
Student Internship Program**

**One Position:** Information Technology Student Intern  
**Compensation:** Unpaid Internship  
**Position Location:** Portland, Maine  
**Open Until Filled:** Preferred to fill by Summer 2014

**Introduction and Summary**

The goal of the U.S. District Court Internship Program is to provide a computer science student the educational experience of working in the federal judiciary where she/he may apply the theories of information technology support. The IT intern position is in the IT department of the Clerk's Office, U.S. District Court for the District of Maine, Portland, Maine. The IT intern will perform daily duties as outlined in this announcement. Representative responsibilities of the IT intern will be to assist the IT team with tasks and duties related to the support and maintenance of computer resources.

**About the Internship**

To be considered for the Internship position, candidates must have a Computer Science educational background; be able to commit at least one semester, or a minimum of 12 weeks, to the District Court; work a minimum of 10 hours per week; have maintained an overall grade point average (GPA) of 3.0; and must be a U.S. citizen or eligible to work in the United States. This is an unpaid internship. The intern must sign an Acknowledgement of Gratuitous Services and Waiver and Confidentiality Agreement. The intern must also submit to a background check and fingerprinting.

**Duties and Responsibilities**

The duties and functions performed by student interns may include the following:

- Provide assistance as needed to IT department staff in the performance of their duties
- Assist in the support and maintenance of personal computers used by court staff
- Operate a variety of audio visual equipment in the courtrooms
- Assist in webpage maintenance and development
- Assist in the deployment and support of iPads in the court
- Observe courtroom proceedings

- Perform other duties and projects as assigned
- Lifting heavy items may be required

Experience with the following technologies is preferred:

- Microsoft IIS
- Microsoft Windows 7
- Microsoft Office 2010/2013
- SharePoint 2010
- PC hardware

### **Expectations of Student Intern**

The intern will be expected to:

- Adhere to Clerk's Office work hours or an established work schedule
- Follow Clerk's Office policies and procedures
- Strict observance of the Code of Conduct for Judicial Employees

### **Court Background**

The U.S. District Court for the District of Maine serves the State of Maine and is part of a network of 94 federal judicial districts nationwide, including the Virgin Islands, Puerto Rico and Guam. The District Court has five Article III judges, one of whom is the Chief Judge. All Article III judges are appointed for life by the President of the United States. In addition to these judges, there are two magistrate judges within our district, appointed to eight-year terms by the U.S. District Court. The Clerk of Court has staffed offices in Portland and Bangor. Court is held in both Portland and Bangor.

### **Procedure for Applying**

Interested applicants are required to provide the following:

- Judicial Employment Application (AO78)
- Student Intern Application
- Letter of Interest
- Resume
- Name and contact information of three professional and/or academic references
- Copy of graduate or undergraduate transcripts

- Any documents and/or forms required for the student to receive academic credit for the internship, if applicable.

Applications are posted on our website at: <http://www.med.uscourts.gov/employment/>

Completed applications may be e-mailed or mailed to:

Diane Ford  
Human Resources Specialist  
U.S. District Court  
156 Federal Street  
Portland, Maine 04101  
[diane\\_ford@med.uscourts.gov](mailto:diane_ford@med.uscourts.gov)