

## U.S. Federal Courts

### Student Extern - Conference and Education (Vacancy Announcement 18-02)



The Office of the Circuit Executive for the United States Courts for the Ninth Circuit is accepting applications for one extern or volunteer student for our 2018 summer program. This is an unpaid position. Where arrangements can be made with school faculty and administration, credits will be given as part of school's clinical study or other academic programs. The student must be able to work up to 15-20 hours per week through the end of the semester, but we are flexible as to start and end dates. Public transit commuter checks may be available.

**Organization:** The Office of the Circuit Executive provides policy development, administrative, and staff support to: (1) the Ninth Circuit Judicial Council, a governing board of federal judges with jurisdiction over the federal courts of nine western states; (2) the Chief Circuit Judge; (3) the United States Court of Appeals for the Ninth Circuit; and, (4) as requested, to the federal courts within the Ninth Circuit. The Ninth Circuit, headquartered in San Francisco, is the largest federal circuit in the United States with jurisdiction over nine western states, Guam, and the Northern Mariana Islands.

**Duties:** Under the supervision of the Assistant Circuit Executive for Judicial Conference and Education, the extern will play a key role in organization and preparation of unit-organized events including, but not necessarily limited to: New Judge Orientation, the Ninth Circuit Judicial Conference, and the Prisoner Litigation Conference. Duties will include assisting in the production and shipping of event materials, attendee badges, and registration packets; organizing conference supplies, assisting in the set up and clean up of meeting rooms, lunches, and meals; assisting with overall San Francisco-based event execution as assigned; and providing assistance to the unit which organizes these events.

**Requirements:** The successful candidate will be a college student with proficiency in MS Word and MS Excel. Demonstrated success with multi-tasking and attention to detail is desired; a self-starter who can follow direction and is highly reliable. Experience in event planning may also be beneficial, but is not required.

**TO APPLY:** Mail, fax (415) 355-8901, or email to [personnel@ce9.uscourts.gov](mailto:personnel@ce9.uscourts.gov) a resume and a transcript (official or unofficial) to:

Office of the Circuit Executive  
U.S. Courts for the Ninth Circuit  
P.O. Box 193939  
San Francisco, CA 94119-3939  
Attn: Conference Extern Recruitment

Deadline for submission of application materials is Friday, February 9, 2018, or until position is filled. For additional information on our organization, visit, [www.ca9.uscourts.gov](http://www.ca9.uscourts.gov).

**The United States Courts is an Equal Employment Opportunity Employer.**