

PRE-APPROVED ORGANIZATIONS FOR SPRING 2007

1. CENTER FOR INTERNATIONAL ENVIRONMENTAL LAW (CIEL)

The Center for International Environmental Law (CIEL) is a public interest, not-for-profit environmental law firm founded in 1989 to strengthen international and comparative environmental law and policy around the world. We provide a full range of environmental legal services in both international and comparative national law, including: policy research and publication, advice and advocacy, education and training, and institution building. Our program areas include Climate Change, Biodiversity and Wildlife, Trade, International Financial Institutions, Law and Communities, Persistent Organic Pollutants and Human Rights and the Environment. Our work covers more than sixty countries on six continents, with emphasis on the Western Hemisphere, Central and Eastern Europe and the Newly Independent States, Asia and Africa.

Qualifications: Successful applicants generally possess excellent research and writing skills and a strong dedication to public interest law. CIEL actively seeks applicants with diverse backgrounds, especially qualified students from the global South. We prefer externs who can work a minimum of 15 hours per week.

Duties of Extern: Extern responsibilities include researching and writing about areas of international law and policy, assisting with policy analysis and advocacy, attending meetings and conferences, assisting with the production of CIEL publications, and otherwise working closely with CIEL staff on various projects.

Applicants need to submit, via email, to Lauren Baker:

- Cover letter
- Resume
- Sample of legal writing

Deadline: CIEL is accepting applications on a rolling basis. It is recommended that you submit your application as soon as possible (but before November 1st).

Contact Person: Lauren Baker
email: lbaker@ciel.org

Website: www.ciel.org

2. COMMODITY FUTURES TRADING COMMISSION (CFTC) Division of Enforcement

The Commodity Futures Trading Commission (CFTC) was created by Congress in 1974 as an independent agency with the mandate to regulate commodity futures and option markets in the United States. The agency protects market participants against manipulation, abusive trade practices and fraud. Through effective oversight and regulation, the CFTC enables the markets to serve better their important functions in the nation's economy—providing a mechanism for price discovery and a means of offsetting price risk.

Qualifications: Applicants should possess strong writing and analytical skills, and preferably, possess experience with financial instruments – commodities, derivatives, securities, and foreign currencies. All applicants with an interest in financial regulation, investigation, and complex civil litigation are welcomed and encouraged to apply.

Duties of Extern: The Extern is afforded an opportunity to participate in educational seminars and meetings that provide exposure to key individuals and institutions in the commodities market. Depending on the applicant's interests and background, the selected individual will work with attorneys in the Division of Enforcement as they investigate, develop, and litigate matters at the administrative and federal levels. This work will include applicants being responsible for drafting litigation documents, conducting discovery, analyzing financial data, interviewing witnesses and handling various aspects of complex civil litigation appropriate with their experience.

Applicants need to submit:

- Cover letter
- Resume
- Writing Sample (5-10 pages)
- Graduate/Law School Transcripts (if applicable)
- List of current courses

Contact Person: Larry Mack, Chief of Operations
1155 21st Street NW
Washington, DC 20581
e-mail: lmack@cftc.gov
phone: (202) 418-5013; fax: (202) 418-5530

Website: www.cftc.gov

3. THE COSMETIC, TOILETRY, AND FRAGRANCE ASSOCIATION (CTFA) International Department

CTFA is the national trade association representing the cosmetics and personal care industry in the United States. CTFA has over 600 member companies, including manufacturers and distributors of finished products, as well as suppliers of ingredients, raw materials, packaging, and other services used in the production and marketing of finished products.

Qualifications: Externs must be enrolled in an LL.M. program in an international field and possess strong research and writing skills. Background in the natural sciences and proficiency in foreign languages, especially non-European languages, is helpful, but not required.

Duties: Externs will work in the International Department and will research and update international laws and regulations that affect the manufacture and trade in cosmetic products. Broader issues, such as the regulation of chemicals, dangerous substances, and environmental issues may also be included as well as trade issues, such as free trade agreements, technical barriers to trade, and customs law. Depending on interest and

background, the extern may also participate in drafting summary analyses of new regulations and assist with other projects and publications.

Applicants need to submit (to Ms. Wade):

- Cover letter
- Resume
- Writing Sample (5-10 pages)

Deadline: Until externship position is filled.

Contact Person: (you can send your materials via mail, email or telefax)

Azalea P. Rosholt, Esq.
Director - International Regulatory Affairs
The Cosmetic, Toiletry, and Fragrance Association
1101 17th Street, N.W. Suite 300
Washington, DC 20036-4702
tel: 202-331-1770
fax: 202-331-1969
www.ctfa.org

**4. DEPARTMENT OF HOMELAND SECURITY (DHS)
Transportation Security Administration (TSA) – Office of Chief Counsel**

The Transportation Security Administration (TSA), an agency of the Department of Homeland Security, protects the Nation's transportation systems to ensure freedom of movement for people and commerce. The Office of the Chief Counsel (OCC) provides legal advice and services across all areas of TSA's operations and in all legal practice areas. We provide these services on a daily basis to each component of TSA including the Administrator, the Deputy Administrator, HQ Senior Staff, all Federal Security Directors (FSD) and their security and law enforcement operations and the Federal Air Marshal Program. The size nature and scope of TSA's mission make it unique in many respects most certainly in its requirement for legal services. The OCC is located at the Pentagon City metro stop on the blue metro line.

Considerable effort is required in developing TSA's legislative program its body of interpretive law and its regulatory and enforcement policies. Litigation and claims processing (torts, civil rights, personnel and EEO) and procurement activities require significant legal involvement.

On the international front TSA faces many complex and important program issues. Most matters arising in TSA operations require analysis of legal implications and are matters of first impression.

Quality, responsive and timely legal advice will enable TSA to lawfully pursue mission objectives and to avoid legal pitfalls. Determining the legal authority for TSA actions and advocacy on behalf of TSA is critical to policy and program development and mission execution. As counselors to decision-makers the Office of the Chief Counsel plays a critical role in the planning and execution of TSA's mission. Our goal is to practice preventive law -- to

get out in front in the planning phases of TSA activities to facilitate smooth and effective execution.

Qualifications: Applicants must be **U.S. Citizens**. Applicants should possess strong writing and analytical skills. Applicants with experience working for the military services or intelligence agencies are encouraged to apply. All applicants must be able to obtain an acceptable TSA background investigation. Also, applicants need to be aware that security checks can take up to 6 weeks and they cannot report for duty until cleared.

Duties of Extern: The selected individual will serve as an Attorney-Advisor in OCC. Under the supervision of the Chief Counsel, the selectee is responsible for rendering legal advice and services with respect to questions, regulations, practices or other matters falling within the purview of TSA, with particular emphasis on one or all of the following divisions: operations, general law, procurement, regulations, litigation, civil enforcement or criminal enforcement.

Applicants need to submit to Peggy Erickson, via email:

- Cover letter with dates of availability
- Resume

Deadline: Applications must be received prior to **October 15, 2006**.

Contact person: Peggy J. Erickson, Director, Business Management Office
601 S. 12th St, TSA-02
Arlington, VA 22202
email: peggy.erickson@dhs.gov
fax: (571) 227-1378

Website: www.tsa.gov/public

5. FEDERAL TRADE COMMISSION (FTC) International Division of Consumer Protection

The U.S. Federal Trade Commission is an independent agency in Washington, D.C. devoted to enforcing federal consumer protection laws that prevent fraud, deception and unfair business practices. The agency also enforces federal laws that prohibit anticompetitive mergers and other anti-competitive business practices.

The International Division of Consumer Protection, in the Bureau of Consumer Protection, provides litigation support, works on cooperation and information sharing with other countries, develops international consumer protection and privacy policies, and provides developing countries with assistance in building consumer protection frameworks.

Qualifications: Externs must be enrolled in an LL.M. program and preferably should possess knowledge of other legal systems. We strongly encourage foreign trained attorneys to apply. Proficiency in a language other than English is an asset. Externs should be able to devote 16-18 hours/week to the externship.

Duties of Extern: The students selected for the externship will have the opportunity to work with attorneys in the division on both litigation and policy projects. Duties will include: legal research, drafting memos, helping other divisions in the Bureau of Consumer Protection with international litigation, and contributing to the division's understanding of consumer protection policy and laws in other countries. Externs may also attend conferences and other meetings held at the FTC.

Applicants need to submit VIA E-MAIL:

- Cover letter
- Resume
- Writing Sample (maximum of 10 pages)

Deadline: Applications must be received via e-mail by **November 15, 2006**.

Selection: The FTC will not contact those it wishes to interview until the second or third week of November. Please do not expect to be contacted prior to this.

Contact Person: Markus Heyder
email: MHEYDER@ftc.gov

Website: www.ftc.gov

6. FOUNDATION FOR INTERNATIONAL COMMUNITY ASSISTANCE (FINCA) General Counsel's Office

FINCA International is a not-for-profit organization with headquarters in Washington, DC. FINCA provides microfinance services and products to the poor in more than 20 countries around the world, including Latin America, Africa and Eurasia. The General Counsel's office provides legal advice to FINCA's headquarters operations and to its affiliates on a variety of matters, including commercial financing agreements, donor funding contracts, intercompany agreements, strategic partnerships, banking regulation, international employment, intellectual property, litigation, corporate governance and corporate registrations.

Qualifications: FINCA is seeking externs with the following qualifications:

- **General/International:** Applicants must be enrolled in an LLM program in an international field, have international legal experience, possess strong writing and analytical skills and have proficiency in Spanish, Russian and/or French. Applicants with experience working for an international organization with a background or interest in cross-border finance and/or banking and financial law are particularly welcome to apply.
- **Tax:** Applicants must be enrolled in an LLM program in Taxation, have international legal experience, possess strong writing and analytical skills and, preferably, have

proficiency in Spanish, Russian and/or French. Applicants with experience in international taxation are particularly welcome to apply.

Duties of Extern: The selected individuals will assist the Office of the General Counsel in the process of transforming affiliates into regulated financial institutions, researching and analyzing legal issues related to the micro-credit lending operations of FINCA affiliates, preparing legal memoranda and drafting and reviewing legal documents as needed. The externs will assist the Office of the General Counsel in analyzing and evaluating the corporate governance of FINCA and its affiliates, and recommending strategies for corporate restructuring and good governance, including the safeguarding of assets, tax minimization, and the protection of intellectual property. In addition, the selected individuals will draft and/or review contracts with donor organizations or other parties, research, assist with the management of litigation issues, and draft other legal memoranda as needed. The selected candidates may apply for a one-year follow-on internship program with FINCA.

Applicants need to submit, via email, no later than November 23, 2006:

- Cover letter
- Resume
- Writing Sample (5-10 pages)

Contact Person: Maria Vilela
Latin America Regional Attorney
email: Mvilela@villagebanking.org

Website: www.villagebanking.org

7. THE HOUSE COMMITTEE ON SMALL BUSINESS

The House Committee on Small Business is one of 17 standing committees of the House. The committee's chairman is Rep. Donald A. Manzullo, an attorney from northern Illinois whose Rockford-based district borders that of his longtime friend and colleague, House Speaker Dennis Hastert. In the House, Chairmen completely control their committee agenda, which determine the subject matter of staff work. Thus, the work of our staff and interns follows Chairman Manzullo's agenda, and can vary wildly, consistent with the breadth of this committee's oversight jurisdiction: "The Committee on Small Business shall study and investigate on a continuing basis the problems of all types of small business." Our primary legislative responsibility is to regulate the Small Business Administration (SBA), and we are nearing the conclusion of SBA reauthorization. Our broad oversight jurisdiction overlaps that of other committees, however, extending to any and all government agencies and issues of importance to small business.

Any and all issues surface, including constitutional questions as to congressional or administration authority or prerogative, and separation of powers. Also, among our many legislative initiatives is an attorney fee recovery bill that would guarantee small parties access to competent counsel when engaged in (expensive and lengthy) litigation with the federal government (with a losing agency paying the prevailing small party's legal bill). Another legislative initiative is to improve the federal rule-making process for

small businesses. As the agenda below suggests, however, the chairman's passion (and crusade) is to help restore America's manufacturing base, which has eroded terribly over the last 3-4 years, to help preserve our defense industrial base and long-term economic security. Given the importance of international trade to small business, esp. manufacturers (international trade is not merely an "issue" -- increasingly it's the way "business is done"), and given the chairman's several leadership roles on trade and international relations, especially as to China (including chairing the Speaker's US-China Interparliamentary Exchange), much of our work as a committee has centered on international affairs and trade, and related diplomatic work.

Our "China Team" interacts with government and industry officials in China (Chinese, American, and other foreign), at every level, in a wide variety of circumstances, on a constant basis, both here and in China. We travel to China and elsewhere in East Asia, frequently. In sum, this committee probably is the most active office on Capitol Hill with respect to US-China relations. More broadly, most of the chairman's key agenda items are international in nature or scope, or influenced by important international considerations.

Qualifications: Applicants must possess strong writing and analytical skills. Applicants with international or domestic tax experience are encouraged to apply. Our work on behalf of Small and Medium businesses often includes detailed tax policy work and substantive research.

Duties of Extern: The selected individual will assist attorneys on the Committee staff in preparing for congressional hearings, including conducting legal research, preparing briefing memos for Members, and drafting proposed statements and questions.

Applicants need to submit, via email:

- Resume
- Statement of Interest in the Small Business Committee
- Hours of availability

Contact Person: Richard Beutel, Special Counsel
US House of Representatives
2361 Rayburn House Office Building
Washington, DC
e-mail: Rich.Beutel@mail.house.gov

Website: www.house.gov/smbiz

8. THE INTER-AMERICAN DEVELOPMENT BANK (IADB)

The Inter-American Development Bank is a public multilateral organization whose members are 46 countries and whose purpose is to further the economic and social development of Latin America and the Caribbean. The Bank promotes the investment of public and private capital for development purposes primarily by providing loans for specific projects and for institutional and policy reforms, and by providing technical assistance. The Legal Department advises the Bank's Management, its Board of Executive Directors and its Board of Governors,

on all legal issues concerning the Bank and represents the institution in litigation, arbitration or other administrative or legal procedures in which the Bank is involved.

Qualifications: The Department seeks applicants for the externship who possess strong writing and analytical skills and are proficient in English and Spanish. Proficiency in Portuguese or French is also desirable. Applicants with experience or interest in international transactions and finance are encouraged to apply.

Duties of Extern: The selected individuals will assist attorneys in any of the Department's units in their ordinary functions, which may include the preparation of legal documents related to private and public sector Bank lending; the preparation of legal documents related to the Bank's borrowing activities in capital markets; research in member country legislation and in Bank policies and guidelines; the preparation of legal opinions to be issued in connection with Bank operations and other Bank activities; support in the management of ongoing litigation or other administrative or legal proceedings in which the Bank is involved.

Applicants need to submit, in hard copy, to the Office of Graduate Programs:

- Cover letter
- Resume

Deadline: Applications must be received in the Office of Graduate Programs by **October 14, 2006.**

Contact Person: Luis Bauza, Chief, Legal Information and Support Services Unit

Website: www.iadb.org

9. INTERNAL REVENUE SERVICE (IRS)

The Office of Chief Counsel, IRS serves as independent counsel to the IRS Commissioner and furnishes legal advice and representation, nationwide, on all matters related to the administration and enforcement of the Internal Revenue Laws. Attorneys are engaged in the development and interpretation of technical principals and rules for the uniform application of federal tax laws, and handle matters both procedural and substantive in nature. They also have extensive client contact and regular dealings with the Department of the Treasury. One organizational element, General Legal Services, represents the IRS and The Office of Chief Counsel in litigation on various administrative issues involving personnel, discrimination, labor-management relations, and government contracts, as well as handling litigation with the Department of Justice.

Qualifications: Applicants need to be **US citizens** or they need to be **a citizen of a member allied country** as defined by the State Department (see externship program information).

Duties of Extern: The Office of Chief Counsel, IRS seeks applicant for student volunteer positions in multiple business functions. The business functions are as follows: corporate, criminal tax, financial institutions & products, general legal services, income tax & accounting, international, large & mid-sized business, passthroughs & special industries, procedure &

administration, small business/self-employed, tax exempt & government entities, wages & investment. Externs will be placed as needed into these business functions.

Applicants need to submit, via email:

- Cover letter
- Resume

Deadline: The Office of the Chief Counsel is accepting applications on a rolling basis. It is recommended that you submit your application as soon as possible.

Contact Person: Hsinyu Yu
Office of Chief Counsel
Phone: 202-874-9206
email: hsinyu.yu@irscounsel.treas.gov

Website: www.irs.gov

10. INTERNATIONAL MONETARY FUND Legal Department

The International Monetary Fund's Legal Department (LEG) has a technical assistance and law reform unit which provides technical assistance to member countries on tax legislation. As part of this function, LEG has been participating with the IMF's Fiscal Affairs Department and with other international organizations (the World Bank, OECD, IDB, UN) in the International Tax Dialogue (ITD). The ITD website provides a forum for tax administrations and ministries of finance to share information and to conduct research on tax issues. The ITD website contains a number of links to sources of tax information elsewhere on the internet.

Qualifications:

1. A background and interest in tax law, and an interest in expanding knowledge of foreign tax systems and foreign tax law research.
2. A basic understanding of internet searching
3. Knowledge of Spanish, French, or other, particularly widely used languages, is preferred but is not essential.

Duties of extern: The extern would locate sources of tax legislation and other tax information concerning IMF member countries on the web, would fix broken links on the itdweb by locating the websites or portions of websites to which the links should be made, and would make revisions to the document on the ITD website which provides guidance on how to conduct tax law research on the internet.

The extern would search the websites of various countries to locate documents that should be of interest to officials in other countries, and would enter metadata (title, subject, URL) on these documents into the website's database. This requires judgment on what kinds of documents might be particularly interesting or useful (e.g. a report on policy issues in taxing capital gains should be included, while information on the locations where tax returns may be

filed, or an explanation of eligibility for individual retirement account deductions would not be included).

The overall goal is to improve the usefulness of the ITD website as a research tool.

Deadline: Applications (cover letter and resume) must be received via email by **November 13, 2006**.

Contact Person: Mr. Victor Thuronyi
Senior Counsel
email: vthuronyi@imf.org

11. INTERNATIONAL MONETARY FUND

Administrative Unit, Legal Department

The Extern will assist the Legal Department of the International Monetary Fund by carrying out legal research and related activities on assigned topics, primarily in administrative legal work. Such work includes including matters relating to personnel policies and benefits, employer-sponsored pensions and taxation; privileges and immunities associated with the IMF's status as an international organization and a specialized agency of the United Nations; contracts and leases; copyright and other intellectual property issues

Duties: Specific projects may include, but would not be limited to:

Research on a number of related questions that have been posed to the Administrative Unit of the Legal Department regarding implementation of the Board's policies on compensation, benefits and employment framework.

Research into case law of international administrative tribunals regarding issues arising in IMF dispute resolution context.

Review of "best practices" of comparable institutions regarding selected internal governance issues, e.g., policies on protection of personal information, conduct of internal disciplinary proceedings, "whistleblowing" policies and other current topics.

Research may also include areas of public international law, as well as legal writing, regarding the Fund's views on the UN International Law Commission's work regarding international responsibility of international organizations.

Qualifications: Candidates should have an excellent academic record and must demonstrate that they can think analytically, express themselves accurately, and write clearly and concisely.

Applicants need to submit to Jacqueline Wade at the IMF:

- Cover letter
- Resume
- Writing Sample (*at least 10 pages*)
- Unofficial copies of academic transcripts

Deadline: Friday, October 27, 2006

Contact Person: Ms. Jacqueline Wade
jwade@imf.org
fax: 202-589-4120)

NOTE: If you choose to send your application by email, please be sure to write "Externship Application" in the subject line of that email.

12. INTERNATIONAL TRADE COMMISSION (ITC) Office of the General Counsel

The U.S. International Trade Commission is an independent, bipartisan, quasi-judicial agency located in Washington, D.C. with broad investigative powers relating to international trade. The Office of the General Counsel advises the Commission during its investigations and has independent litigation authority to represent the Commission in federal courts and before NAFTA panels, usually in defense of the Commission's decisions on appeal. The Office of the General Counsel works with the United States Trade Representative in appeals involving Commission decisions before the World Trade Organization and also advises the Commission on various administrative matters.

Qualifications: Externs must be **U.S. citizens**. In addition, please note in your cover letter whether or not you would be willing to work more than the required 10 hours per week. The Office would prefer that the externships during the school year involve **12-15 hours** per week.

Duties of Extern: Normal duties pertaining to the Office of the General Counsel are assigned to externs. Externs are given general supervision by staff attorneys Mark B. Rees or Karen Veninga Driscoll, and specific supervision by staff attorneys generating particular assignments. If the extern is receiving credit from a law school for working in the General Counsel's Office, the supervisor also provides the extern with a formal evaluation of their externship at its conclusion or whatever documentation is required by the extern's law school.

Applicants need to submit, in hard copy, to the Office of Graduate Programs:

- Cover letter
- Resume
- Writing Sample (*at least 10 pages*)
- Unofficial copies of all graduate and undergraduate transcripts

Deadline: Applications must be received in the Office of Graduate Programs by **November 1, 2006**.

Contact Person: Mark B. Rees, Attorney-Advisor
email: Mark.Rees@usitc.gov

Website: www.usitc.gov

13. INVESTMENT ADVISER ASSOCIATION

The IAA is a not-for-profit trade association that exclusively represents the interests of SEC-registered investment advisers. Founded in 1937, the Association's membership today consists of over 450 investment advisory firms that collectively manage in excess of \$6 trillion for a wide variety of institutional and individual clients. The primary focus of the IAA's legal work is the Investment Advisers Act of 1940 and regulations thereunder.

Duties of Extern: The intern would be expected to work 10-15 hours/week for 11 weeks. The position would be under attorney supervision and would involve legal research, drafting articles for the monthly IAA newsletter, drafting compliance materials for our membership, and other projects as they arise.

Qualifications: The position is open to students who have taken a federal securities law course and are enrolled in the Securities & Financial Regulation LL.M. Program. Candidates should have strong writing skills.

Applicants need to submit:

- cover letter
- resume
- transcript
- writing sample
- two references

Deadline: Applications must be received via email by **November 15, 2006**.

Contact Person: Paul D. Glenn, Esq.
Counsel
Investment Adviser Association
1050 17th Street NW
Washington DC 20036
202 293 4222
email: paul.glenn@investmentadviser.org

Website: www.investmentadviser.org

14. JOINT COMMITTEE ON TAXATION

The Joint Committee on Taxation is closely involved in every aspect of the tax legislative process. Among other things, the Joint Committee staff (1) prepare hearing pamphlets, committee reports, and conference reports (statements of managers), (2) assist the office of legislative counsel in the drafting of statutory language, (3) assist Members of Congress with the development and analysis of legislative proposals, (4) assist Members of Congress in addressing constituent issues and problems, (5) prepare revenue estimates of all revenue legislation considered by the Congress, (6) review proposed large income tax refunds, and (7) initiate investigations of various aspects of the Federal tax system. Members of Congress,

particularly Members of the tax-writing committees, have increasingly relied on the nonpartisan, technical expertise of the Joint Committee staff to assist them in making objective and informed decisions with respect to proposed revenue legislation.

Qualifications: Preference will be given to individuals with Federal tax experience in either the private or public sector.

Duties of Extern: Externs will perform legal research and writing and other tasks relating to Joint Committee staff functions at the direction of committee staff members.

Applicants need to submit VIA E-MAIL:

- Cover letter
- Resume
- Writing Sample (5-10 pages)

Deadline: Applications must be received via e-mail by **November 1, 2006**.

Contact Person: Carolyn E. Smith, Associate Deputy Chief of Staff
e-mail: Carolyn.Smith@mail.house.gov

Website: www.house.gov/jct/

15. NATIONAL NUCLEAR SECURITY ADMINISTRATION Office of General Counsel

The National Nuclear Security Administration (NNSA) was created by Congress in 2000 as a separately organized entity to regulate nuclear nonproliferation and disarmament internationally. The agency works to increase public awareness of nuclear security and reduce the threat of global nuclear proliferation. protects market participants against manipulation, abusive trade practices and fraud. Through effective oversight and regulation, the NNSA enables the markets to serve better their important functions in the nation's economy—providing a mechanism for price discovery and a means of offsetting price risk.

Duties of Extern: The Extern is afforded an opportunity to participate in educational seminars and meetings that provide exposure to key individuals and institutions in the area of nuclear security. Depending on the applicant's interests and background, the selected individual will work with attorneys in the Office of the General Counsel as they investigate, develop, and litigate matters at the administrative and federal levels. This work will include applicants being responsible for drafting litigation documents, conducting discovery, analyzing financial data, interviewing witnesses and handling various aspects of complex civil litigation appropriate with their experience.

Applicants need to submit:

- Cover letter
- Resume
- Writing Sample (5-10 pages)
- Graduate/Law School Transcripts (if applicable)

- List of current courses

Contact person: Dave Jonas, General Counsel
email: Dave.Jonas@nnsa.doe.gov
fax: (202) 586-0419

Website: www.nnsa.doe.gov

16. ORGANIZATION OF AMERICAN STATES (OAS) Office of Inter-American Law and Programs

The Organization of American States (OAS) works on strengthening democracy, advancing human rights, promoting peace and security, expanding trade and tackling complex problems caused by poverty, drugs and corruption.

Qualifications: Applicants must be enrolled in an LLM program in an international field, possess strong writing and analytical skills and, preferably, have basic proficiency in Spanish or Portuguese. Applicants with a background or interest in public international law (human rights, indigenous rights, immigration) and private international law (commercial law, credit law and finance law) are particularly welcome to apply.

Duties: Depending on the applicant's interests and background, the selected individual will work either in public or private international law. An applicant selected to work in public law will assist the department in preparatory work on instruments for the protection of human rights of migrant workers or indigenous peoples. An applicant selected for work in private law will assist the department in preparatory work for the upcoming CIDIP Conference—the private law organ of the OAS. This work will include selecting topics for the next round of negotiation, conducting research on the implementation of Inter-American instruments and on the enforcement of judgments from international tribunals. Other duties may involve creating and maintaining contact with government and private experts as well as other international organizations.

Applicants need to submit:

- Cover letter
- Resume
- Writing Sample (5-10 Pages)

Deadline: Applications must be received via e-mail prior to **November 3, 2006**.

Contact Person: John M. Wilson, Legal Advisor
Department of International Legal Affairs
Organization of American States
19th Street and Constitution Ave NW
Washington, DC 20006
e-mail: jwilson@oas.org
fax: (202) 458-6029

Website: www.oas.org

**17. ORGANIZATION OF AMERICAN STATES (OAS)
Office of the Legal Advisor**

The Organization of American States (OAS) is the regional international governmental organization for the Western Hemisphere. Diplomats from the 34 member states promote the strengthening of democracy, human rights, peace and security, and trade, among other issues, such as those arising from poverty, drugs and corruption.

Qualifications: Externs must be enrolled in an LL.M. program in an international field and possess strong writing and analytical skills, including the ability to use the Bluebook. Knowledge of Spanish and law review-type experience are helpful, but not required.

Duties: Externs will work in the Office of the Legal Advisor researching international law issues and working on English-language articles for the website or for publication.

Applicants need to submit VIA E-MAIL:

- Cover letter
- Resume
- Writing Sample (5-10 pages)

Deadline: Applications must be received **via email** prior to **November 3, 2006**.

Contact Person: Lorena Perez
email: LPerez@oas.org

Website: www.oas.org

**18. OVERSEAS PRIVATE INVESTMENT CORPORATION
Department of Legal Affairs**

OPIC's Department of Legal Affairs, consisting of approximately twenty attorneys, interacts with every department at OPIC and plays an important role with respect to OPIC's overall program. The Department negotiates with individual countries the bilateral agreements allowing OPIC to offer its programs in that country. Once OPIC programs are in place, the Department represents OPIC in any negotiations with foreign governments, including settlement of OPIC's claims against the government after OPIC has compensated an insured investor. OPIC lawyers also draft project finance and investment funds legal documentation, review political risk insurance contracts, negotiate with investors and their counsel on the details of finance, funds and insurance transactions, and determine liability and the extent of compensation due in claims on OPIC insurance policies. In the event of a dispute under an insurance policy, the Department may represent OPIC in arbitration, the dispute resolution mechanism called for in OPIC insurance contracts. If OPIC chooses to rely on outside counsel (for example, local counsel in a project country), OPIC lawyers select and supervise retained attorneys. Finally, OPIC depends on the Department to provide any legal advice it may require as a corporation on a wide range of general corporate, legislative, and administrative matters.

For a law student interested in finance and the legal aspects of international business transactions, an OPIC internship provides exposure to many facets of international investment, from structuring project financings to the assessment of political risks and evaluation of claims in connection with OPIC's insurance contracts. An internship with OPIC's Department of Legal Affairs gives students a comprehensive overview of the operations and effectiveness of OPIC programs in support of international transactions.

The internship is an opportunity for practical application of legal principles in such areas as corporate law, administrative law, public international law, international business transactions, insurance, banking, and finance. Law student interns help OPIC's attorneys advise OPIC in matters relating to insurance, finance, investment funds and administration and can be assigned to a number of legal research and writing projects. The Department makes every effort to match required research assignments to our interns' areas of particular interest.

Mandatory Eligibility Requirements:

- U.S. citizenship
- No felony convictions
- If a male born after December 31, 1959, must be registered with the Selective Service System
- Must be enrolled full time in an accredited law school, and must not have graduated before the internship would be served
- Candidates must have an outstanding academic record. OPIC will request an official transcript for applicants under consideration
- Must have experience or demonstrated interest in finance and international law and development, as evidenced by an academic or employment background in banking, finance, international affairs, etc.
- Superior writing abilities
- Must provide date of birth and Social Security Number.

Length of Internship: 12 weeks

Number of Positions Available: OPIC typically selects 2-3 interns (overall, not just from Georgetown)

Application Period: October 1, 2006 – November 1, 2006; selections will be made by November 15, 2006.

Interviews: Interviews of the leading candidates for the available positions are conducted over the telephone.

Students must apply online at www.opic.gov/about/jobs/internship/legal/apply.asp

Contact person: Cindy R. Shepard
Assistant General Counsel
Overseas Private Investment Corporation
1100 New York Ave., N.W.
Washington, D.C. 20527
Tel: 202-336-8435

Fax: 202-218-0198
email: cshep@opic.gov

19. THE PENSION RIGHTS CENTER

The Pension Rights Center is a consumer organization focusing on retirement income issues. For the past 28 years, the Center has been the nation's leading pension advocate and educator. The Center's legal assistance activities provide technical support to ten pension counseling clinics around the country, and advice to employees and retirees who are otherwise unable to find the help they need to enforce their legal rights. The Center is located next to the south exit on the Dupont Circle stop on Metro's Red Line.

Qualifications: LL.M. student, bar passage and good standing in at least one jurisdiction, plus a minimum of one year experience of the practice of law in pension law or related field (employment, labor, health, public benefits, etc.) is preferred, but not required. Candidates should have demonstrated commitment to participants' or employees' rights and have a strong interest in economic justice for seniors.

Duties: The Pension Rights Center law clerk will draft document requests, administrative benefit claims and appeals, on behalf of clients. The clerk will also communicate with clients, attorneys, and pension professionals; as well as update technical manuals and create pension training materials; while assisting in interpretation of proposed regulations and other changes to the law, and compose related issue memoranda.

Applicants need to submit:

- Cover letter
- Resume

Contact Person: John Hotz, Deputy Director
1350 Connecticut Ave, Suite 206
Washington, DC 20036
e-mail: jhotz@earthlink.net
phone: (202) 296-3776, x107
fax: (202) 833-2472

Website: www.pensionrights.org

20. SECURITIES AND EXCHANGE COMMISSION (SEC)

The U.S. Securities and Exchange Commission (SEC) was established to protect investors and maintain the integrity of the securities markets. To achieve this, the SEC requires public companies to disclose meaningful financial and other information to the public, which provides a common pool of knowledge for all investors to use to judge for themselves if a company's securities are a good investment. The SEC also oversees other key participants in the securities world, including stock exchanges, broker-dealers, investment advisors, mutual funds, and public utility holding companies. Here again, the SEC is concerned primarily with

promoting disclosure of important information, enforcing the securities laws, and protecting investors who interact with these various organizations and individuals.

Qualifications: Applicants must be **U.S. Citizens** or a **citizen of a member allied country** as defined by the State Department (see externship program information). Preference will be given to students in the Securities LL.M. program with an excellent academic background.

Duties: Students will work 15-20 hours per week. Students will be assigned to work with SEC staff members on projects covering a broad range of the Commission's work. Projects in the past have included the investigation of industry and issuer practices, litigation of civil enforcement actions and the drafting of proposed statutes and rules. Note: Students must also participate in a seminar program conducted by the Commissioner's senior staff and prominent members of the private bar.

Applicants need to submit:

- Cover Letter
- Resume
- 5-10 page legal writing sample
- Graduate/Law School Transcripts (if applicable)
- List of current courses

Deadline: Officially, applications must be received prior to November 3, 2006, but it is recommended that you apply by October 15th.

Contact Person: Candyce Pare, Student Observer Program
100 F Street, NE
Washington, DC 20549-5631
Fax: 202-772-9235

Website: www.sec.gov

21. SENATE FINANCE COMMITTEE

Majority Staff

The Finance Committee is second to none in the Senate in terms of the legislative responsibilities entrusted to it. The Finance Committee's jurisdiction is decided by subject matter, not by agency or Department. The Finance Committee is perhaps best known for its role as the Senate committee with jurisdiction over all of tax law. The power to create tax law makes Finance one of the most powerful committees in Congress, as tax law touches almost every realm of public policy. The Finance Committee oversees laws and policy related to foreign trade. Each Congress, the Finance Committee also oversees legislation to help set tariffs and quotas for the importation of specific goods. The Finance Committee has jurisdiction over a broad range of so-called "entitlement" programs that individuals are automatically entitled to if they fall into a certain class (i.e., are over a certain age or under a certain income level). Many of these programs are related to health care: most notably, Medicare, Medicaid and CHIP (Children's Health Insurance Program), for low income children. The issues related with social security consist of supplemental security income, social

services, unemployment compensation, and TANF - Temporary Assistance to Needy Families program.

Qualifications: Applicants must be **U.S. Citizens** or a **citizen of a member allied country** as defined by the State Department (see externship program information).

Duties: An extern's role will be to assist the staff members in the department to which you are assigned. This may take many forms, including legislative research, assisting with coordination of Committee Hearings and Executive Sessions, and other duties as may be assigned.

Applicants need to submit, VIA FAX:

- Cover letter (indicate times and dates available for externship)
- Resume

Deadline: Applications are considered on a rolling basis.

Contact Person: Carla J. Martin, Chief Clerk
fax: (202) 228-0554

Website: www.finance.senate.gov

22. U.S. DEPARTMENT OF JUSTICE Tax Division

The Tax Division's civil trial sections handle virtually all civil litigation arising under the internal revenue laws, except for cases docketed in the U. S. Tax Court. The Civil Appellate Section handles appeals of civil tax cases in the U.S. Courts of Appeals and participates with the Office of the Solicitor General in proceedings before the Supreme Court. The cases handled by the Division's seven civil trial sections and the Appellate Section present a variety of legal issues involving federal tax law, bankruptcy law, constitutional law, and commercial law, as well as the panoply of evidentiary, procedural, and jurisdictional issues that are the staples of any litigation docket. The Tax Division's Criminal Enforcement Sections handle or supervise federal criminal tax prosecutions throughout the nation. Criminal tax cases generally involve such crimes as tax evasion, failure to file tax returns, and filing false tax returns, but also include cases involving financial institution fraud, health care fraud, organized crime activities, and narcotics trafficking.

Qualifications: Applicants need to be **in the Tax LL.M. program** and be **U.S. Citizens**. LL.M. students must be willing to work at least **16 hours a week** for this externship.

Duties: In the Civil Trial and Appellate sections externs conduct legal research for pending trial and appellate tax cases; prepare legal memoranda, drafts of pleadings and briefs; and prepare exhibits and files. In the Criminal Sections externs work closely with federal prosecutors to research legal issues relevant to pending criminal investigations, prosecutions and appeals. Their work generally involves writing legal memoranda or briefs. Externs also help attorneys prepare for trials by arranging exhibits and organizing case files. The Division

attempts to ensure that the extern assists in as many aspects of the Division's work as possible and that extern is provided written or oral feedback. Given the nature of the work and the high quality of its staff, the Tax Division expects externs to be able to grasp issues quickly; research thoroughly and accurately; and, above all write clearly and concisely.

Applicants need to submit in hard copy to the Office of Graduate Programs:

- Cover letter – include preference for civil or criminal work
- Resume
- Writing sample (5-10 pages)
- Unofficial Law School Transcript

Deadline: Applications must be received in the Office of Graduate Programs by **September 29, 2006.**

Contact Person: Rachel D. Cramer, Director, Office of Training

Website: www.usdoj.gov/tax

**23. U.S. DEPARTMENT OF STATE (DOS)
Office of Assistant Legal Adviser for Private International Law**

The Office of Private International Law (L/PIL) within the Office of the Legal Adviser is responsible for the negotiation, interpretation and monitoring of conventions and other international instruments aimed at development and harmonization of legal principles in such private law areas as enforcement of judgments and arbitral awards, conflicts of laws, ADR, family law, investment securities, business insolvency, electronic commerce, transportation, commercial finance and international judicial assistance (service, discovery, legalization), as well as laws governing wills, trusts and estates.

L/PIL's work arises primarily in connection with on-going negotiations in international organizations such as the U.N. Commission on International Trade Law, The Hague Conference on Private International Law, the International Institute for Unification of Private International Law and the Organization of American States. The Office also works closely with experts and domestic organizations involved in private international law matters, including the American Bar Association and the National Conference of Commissioners of Uniform State Laws (NCCUSL).

Two extern positions are available each semester. Externs will work directly with attorneys in the day to day preparation of analyzing issues and preparing negotiating positions while conducting research on a wide range of issues that are currently active in the Private International Law arena.

Qualifications: **Applicants must be U.S. Citizens.** A security clearance is required. Applicant must possess strong writing and analytical skills and should be dependable and self-directed.

Deadline: **September 30, 2006**

Applicants need to submit by mail:

- cover letter
- resume
- legal writing sample

Contact Person: Patricia Smeltzer
SA-4 Navy Hill, South Building, Suite 357
2430 E Street NW
Washington, DC 20037-2851
email: smeltzertk@state.gov
Phone: 202-776-8420
Fax: 202-776-8482

Website: <http://www.state.gov/s//c3452.htm>