

## LL.M. ACADEMIC EXTERNSHIP PROGRAM

**\*\*\*This is a list of organizations where LL.M. students have worked in past semesters\*\*\***

Students may also check some externship opportunity possibilities at <http://www.law.georgetown.edu/registrar/ExternshipOpportunities.htm> (this is the list for JD externships).

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### **1. U.S. AGENCY FOR INTERNATIONAL DEVELOPMENT (USAID) Bureau for Global Health**

USAID's Bureau for Global Health plays important roles in health assistance, including:

- Technical support to the field;
- Global technical leadership;
- Operations research and innovation;
- Economies of scale in procurement of commodities and highly specialized expertise; and
- Funding and representation to international health organizations.

The Global Health Bureau's Strategic Planning and Budgeting Division analyzes element-level programs to create synergies and ensure health spending is efficiently and effectively utilized across the Bureau. The division includes members who work on donor coordination, legislative issues, technology, reconstruction and stabilization, and programming.

#### **SCOPE:**

Law students will work primarily with the Health Policy and Legislative Analyst to help examine pending and current legislation (working with the Office of the General Counsel, where appropriate) as well as the link between national legal frameworks and health. Specific tasks might include:

- Assisting communications among USAID staff working on related issues;
- Finding and analyzing documents relevant to assigned issues; and
- Drafting briefers to senior staff on assigned topics, answers to specific questions from outside USAID, and notes on internal meetings.

#### **REQUIRED SKILLS, KNOWLEDGE, AND EXPERIENCE**

- Ability to communicate clearly in writing
- French language fluency preferred (but not required)
- Background in public health or related fields preferred (but not required)

**To Apply:** Please send an expression of interest, resume, and transcript to Abraham Bekele (It's "Abraham" NOT "Abraham"), [Abekele@USAID.gov](mailto:Abekele@USAID.gov) by **September 30, 2011**.

## **2(a). AMERICAN BAR ASSOCIATION Commission on Law and Aging**

The American Bar Association Commission on Law and Aging externship program aims to provide law students – specially those who may be interested in pursuing a career focusing on law and aging issues -- with experience in a nationally known organization in that field.

The ABA Commission on Law and Aging was established in 1979. The Commission examines and responds to law-related issues of aging, including health and long-term care, income maintenance, housing, guardianship and alternatives, court access, elder abuse, due process rights in government programs, and the rights of older persons generally. The Commission also seeks to enhance legal resources for older persons.

**Description of Interns' Responsibilities:** Each intern will be assigned to produce at least one major product (a report, article, analysis, bibliography, etc.) under the supervision of a staff attorney. In addition, the intern will assist staff attorneys in researching or monitoring other legal/policy developments or in working on an identifiable component of a larger research or writing project. The core focus will be chosen from among several current priorities of the Commission which include: nursing home/long-term care access and quality issues; Medicare/Medicaid coverage issues; health care decision-making developments; state guardianship law reform; elder abuse; international perspectives in elder rights. (For statements by past ABA Commission summer legal interns about their experiences, see <http://www.abanet.org/againg/lawstudents/home.shtml>.)

### **Qualifications Needed:**

- Placement through law school externship program
- Completion of the second year of law school
- Good research and writing skills
- Public interest orientation, especially in the field of law and aging
- Self-initiative, intelligence, good interpersonal skills, and a willingness to learn and work under supervision.

### **Time Period and Hours**

The externship will last one semester beginning in January 2012. Start and end dates will be negotiated with the applicant. The student will be expected to be at the Commission office for a set number of hours per week, to be arranged. There is no stipend for the externship.

### **Application:**

Send resume, contact information of three references, a brief writing sample and a cover letter explaining your interest to:

Sonia Arce  
Office Manager  
ABA Commission on Law and Aging  
740 Fifteenth St., NW  
Washington, DC 20005  
[sarce@staff.abanet.org](mailto:sarce@staff.abanet.org)

**Deadline:** November 5, 2011

## Questions?

Contact Sonia Arce, Office Manager, 202-662-8695, e-mail: [sarce@staff.abanet.org](mailto:sarce@staff.abanet.org); or Erica Wood, Assistant Director, 202-662-8693, e-mail: [ericawood@staff.abanet.org](mailto:ericawood@staff.abanet.org).

**Website:** [www.abanet.org/aging](http://www.abanet.org/aging)

### **2(b). AMERICAN BAR ASSOCIATION Rule of Law Initiative**

“The ABA Rule of Law Initiative is a public service project of the American Bar Association dedicated to promoting rule of law around the world. The ABA Rule of Law Initiative believes that rule of law promotion is the most effective long-term antidote to the pressing problems facing the world community today, including poverty, economic stagnation, and conflict.”

The ABA Rule of Law offices in DC often have several internship/externship opportunities. Check their website at <http://apps.americanbar.org/rol/>, and the list of open positions at <http://apps.americanbar.org/rol/opportunities/positions.shtml>.

### **3. THE AMERITAS INVESTMENT CORPORATION**

Has been removed.

### **4. AMNESTY INTERNATIONAL (“AI”)**

Amnesty International USA (AIUSA) offers internships with the Washington, DC Office. All internships are unpaid; however, daily commuting and program related expenses are reimbursed. Although our business hours are 9:00 am-5:00 pm Monday through Friday, our internship program offers flexible hours to accommodate class and work schedules, and we encourage all who are interested to apply.

The programs that offer externships include: the Domestic USA Program; the Refugee Program; Government Relations: Domestic Human Rights & International Justice; Government Relations: Europe/Eurasia; and the Program to Abolish the Death Penalty.

The duties differ depending on the program, however, they may include researching relevant human rights issues and legislation; writing briefs, memos or on-line actions; attending coalition meetings or Congressional briefings and hearings; assisting with campaign strategy, implementation, and advocacy events; monitoring press accounts of relevant issues.

Applicants should email a resume, cover letter and writing sample to the Internship Coordinator, at [ic-dc@aiusa.org](mailto:ic-dc@aiusa.org).

- In the email, please include the program of interest, as well as the semester for which you are applying. In the subject line please identify the semester for which you are applying.

- Please label all documents either in one attachment or in the following format: Last name, First name, Cover Letter; Last name, First name, Resume; Last name, First name, Writing Sample. Any applications not labeled this way will not be considered.
- In your cover letter, please indicate the number of days and hours per week that you will be available for an internship, including start and departure dates.
- Your writing sample should be 2-4 pages in length and may focus on any topic. It could be a recently written term paper, news article, etc.
- Finally, please submit all of your materials together. An incomplete application will not be considered.

Please review all application instructions carefully, as applications submitted incorrectly will not be considered.

**Deadlines:** Fall- June 30<sup>th</sup>, **Spring-September 30<sup>th</sup>**, Summer-February 1st

**Questions:** Internship Coordinator  
 Amnesty International USA  
 600 Pennsylvania Ave, SE, Suite 500  
 Washington, DC 20003  
 202.544.0200 x267  
[ic\\_dc@aiusa.org](mailto:ic_dc@aiusa.org)

**Website:**

<http://www.amnestyusa.org/get-involved/volunteer-positions-and-resources/internships-at-amnesty-international-usa/washington-dc-internship-program>

## 5. BAKER HOSTETLER

Baker Hostetler is looking for two LLM externs for Spring 2012:

- one who wants an exposure to private wealth and charitable topics, and
- one who is looking for exposure to traditional tax issues (corporate, partnership, etc.) with the potential for international transactions and controversy.

**The application deadline is November 15, 2011.**

Your application packet should consist of a cover letter, resume, and list of your Fall 2011/Spring 2012 courses.

For the private wealth/charitable area, send your application packet to:

Edward J. Beckwith, Esq.  
 Baker Hostetler  
 Washington Square, Suite 1100  
 1050 Connecticut Avenue, NW

Washington, DC 20036-5304  
[ebeckwith@bakerlaw.com](mailto:ebeckwith@bakerlaw.com)

For traditional tax issues (corporate, partnership, etc.) with the potential for international transactions, please direct your email to:

John Lehrer, Esq.  
Baker Hostetler  
Washington Square, Suite 1100  
1050 Connecticut Avenue, NW  
Washington, DC 20036-5304  
[jlehrer@bakerlaw.com](mailto:jlehrer@bakerlaw.com)

## **6. 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 e-mail, to [info@ciel.org](mailto:info@ciel.org):

- Cover letter
- Resume
- Sample of legal writing

Alternatively, you may mail your application to:

Center for International Environmental Law  
Attention: Intern Coordinator  
1350 Connecticut Avenue, N.W., Suite 1100  
Washington, D.C. 20036

**Deadline:** It's a rolling deadline, but no later than **October 21, 2011**.

**Website:** [www.ciel.org](http://www.ciel.org)

## **7. 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, to the Office of Graduate Programs:**

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

**Deadline:** November 1, 2011

**Address Cover Letter to:** Shivon Kershaw  
U.S. Commodity Futures Trading Commission  
1155 21st Street, NW  
Washington, DC 20851

**Website:** [www.cftc.gov](http://www.cftc.gov)

## **8. DEPARTMENT OF JUSTICE**

Students should take a look at the DOJ's pages on internships:

<http://www.justice.gov/oarm/arm/int/internsum11.htm>

<http://www.justice.gov/careers/legal/volunteer-intern.html>

<http://www.justice.gov/careers/legal/volunteer-opp-usao.html>

## **9 (a). DEPARTMENT OF LABOR (DOL)**

**Civil Rights Center**

**Office of the Assistant Secretary for Administration and Management**

The Civil Rights Center (CRC) enforces various federal statutes and regulations that (1) prohibit discrimination in DOL financially assisted and conducted programs and activities; (2) prohibit discrimination on the basis of disability by certain public entities and in DOL conducted activities; and, (3) prohibit discrimination within DOL itself. The CRC is organized into four Divisions: External Enforcement, Internal Enforcement, Compliance Assistance and Planning, and Counseling and Mediation.

The primary external activities of this agency include: conducting equal opportunity compliance reviews of DOL grant recipients; investigating discrimination complaints filed against DOL grant recipients as well as certain complaints alleging discrimination on the basis of disability by State and local governments; and, providing equal opportunity compliance assistance and training to DOL grant recipients.

The primary internal activities of this agency include: mediating and/or investigating discrimination complaints filed against DOL; investigating complaints alleging discrimination on the basis of disability in DOL conducted programs and activities; and providing compliance assistance and advice to DOL

management on their responsibilities under applicable equal employment opportunity laws and regulations.

At least one extern position is available each semester. Externs will work directly with Division Chiefs and may contribute to final agency decisions or other actions of a complex nature taken by this agency. Externs may also engage in original legal research and/or prepare position papers, desk aides, manuals, etc. regarding interpretation/application of the law on core agency work.

**Qualifications:** Applicants must be U.S. citizens. A security clearance may be required. Allow one month for processing. Applicants must possess strong research, writing and analytical skills, some knowledge of equal opportunity/non-discriminations laws, and an ability to work independently.

**Deadline:** It's a rolling deadline. It is suggested that applicants apply at least 2 months prior to start date.

**Applicants need to submit by e-mail to Naomi Barry-Perez at [barry-perez.naomi@dol.gov](mailto:barry-perez.naomi@dol.gov):**

- cover letter
- resume
- legal writing sample

**Contact Person:** Naomi Barry-Perez, Acting Director, Civil Rights Section

## **9 (b) DEPARTMENT OF LABOR**

### **Plan Benefits Security Division**

### **ERISA Externships**

The Plan Benefits Security Division ("PBSD") is a 40 attorney office charged with enforcing the Employee Retirement Income Security Act ("ERISA") for retirees and workers who depend upon ERISA plans for their health care and retirement income. Our litigation section is a dynamic litigation environment, and our regulations section addresses significant pension and health care policy issues. We have had a successful law student intern program for nearly twenty years. Students are not paid but gain valuable learning experience and exposure to the real world practice of law.

Our litigation attorneys handle cases in federal district and appellate courts involving all types of employee benefit plans, including pension plans, employee stock ownership plans ("ESOPs") and health plans. For example, we bring actions against fiduciaries who make imprudent investments or engage in prohibited transactions and against service providers who charge excessive fees or engage in self-dealing. Defendants include trustees, banks, investment managers, administrators, and corporate plan sponsors. Our work includes high profile cases, such as our successful litigation to recover pension benefits for Enron Corporation's employees.

Our appellate practice has significant national impact, often involving the scope of rights and remedies under ERISA. Our attorneys prepare and argue circuit court appellate briefs in agency-initiated actions and file briefs as amicus curiae in private actions raising issues of public interest. We also prepare draft briefs for ERISA issues argued by the Solicitor General in the Supreme Court.

Our regulations attorneys address important pension and health care policy questions. Their work includes, for example, developing policies, drafting or reviewing advisory opinions and regulations, participating in rulemaking, and analyzing proposed legislation. Some priorities include: genetic information nondiscrimination, mental health parity, and fiduciary requirements for disclosures to participants who have self-directed individual account plans (i.e., plans in which participants themselves select the investments).

Students interested in litigation can expect to conduct legal research, participate in discussions of litigation strategy, draft memoranda, motions, and discovery requests, and assist in drafting appellate briefs. When cases are scheduled for trial, students are involved in trial preparation. Regulatory assignments include assisting attorneys in research related to proposed legislation or regulations and the interpretation of regulations. When multiple assignments are of equal priority, students usually are permitted to select the assignment that interests them the most.

There are no prerequisites, although we expect students to be familiar with legal research techniques. Education or experience in accounting, economics, finance, or health care are useful, but our attorneys have diverse backgrounds, and no specific background is necessary.

Students will be expected to work for **16 hours per week** (i.e., two days in the office).

Interested students should submit a resume to [bove.marcia@dol.gov](mailto:bove.marcia@dol.gov) or send it to:

Marcia Bove  
Senior Trial Attorney  
Plan Benefits Security Division  
Department of Labor  
P.O. Box 1914  
Washington, DC 20013.

**There is no specific application deadline, but Ms. Bove will be reviewing applications on a rolling basis.**

## **10. ERNST & YOUNG**

Ernst & Young will have space for 1 or 2 LLM externs during the Spring 2012 semester in their State & Local Taxation practice. Coursework or prior experience in SALT is required, and preference will be given to LL.M. students enrolled for the SALT Certificate.

Students should send a cover letter, resume, and writing sample, via email, to:

Alan L. Mierke, Esq.  
Director, National Tax Department, Indirect Tax Services  
Ernst & Young LLP  
1101 New York Avenue , NW  
Washington, DC 20005

Email: [alan.mierke@ey.com](mailto:alan.mierke@ey.com)

Website: [www.ey.com](http://www.ey.com)

Application Deadline: November 15, 2011

**11(a) FEDERAL TRADE COMMISSION (FTC)  
Office of International Affairs**

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 anti-competitive mergers and other anti-competitive business practices.

The FTC works with competition and consumer protection agencies around the world to promote cooperation and convergence toward best practices. The FTC has built a strong network of cooperative relationships with its counterparts abroad, and plays a lead role in key multilateral fora.

The Office of International Affairs would like to hire a student or students to work in their offices. Ideal candidates would have a background in competition law, or at a minimum should be taking an antitrust course in parallel to pursuing the externship. The externship would be for 15 hours per week.

The students can read more about the FTC Office of International Affairs at <http://www.ftc.gov/oia/about.shtm> and about their international antitrust work at <http://www.ftc.gov/oia/competition.shtm>.

**Deadline:** It is a rolling deadline, but 3-6 months prior to start date is suggested

**Submit via email to Dr. Kallay:** Brief cover letter and resume, and if you wish, transcripts from your first law degree. **Please make sure the total application does not exceed 500 kb.**

**Contact person:** Dina Kallay, S.J.D.  
Counsel for Intellectual Property & International Antitrust  
Office of International Affairs  
Federal Trade Commission  
Tel. (202) 326-2616  
Fax (202) 326-2873  
[dkallay@ftc.gov](mailto:dkallay@ftc.gov)

**11(b) FEDERAL TRADE COMMISSION (FTC)**  
**Office of International Affairs**  
**Consumer Protection**

The Federal Trade Commission (FTC) is tasked with the prevention of fraudulent, deceptive, and unfair business practices that adversely affect consumers or competition. In recent years, the Commission's consumer protection mission has taken on increased international focus as more and more FTC cases involve offshore defendants or assets. For example, the FTC has sued overseas telemarketers responsible for scamming consumers out of tens of millions of dollars, the FTC has pursued foreign spammers responsible for deluging consumers' in-boxes with unwanted email, and the FTC has gone after U.S. promoters of bogus weight-loss products who concealed their ill-gotten gains in a maze of offshore bank accounts.

The FTC's Office of International Affairs (OIA) works to further both the competition and consumer protection missions of the FTC by promoting cooperation with foreign law enforcement and by serving as an internal resource to other Commission offices. On the consumer protection side, OIA attorneys provide investigative assistance and share information with our consumer protection counterparts around the world, and we assist FTC litigators in other offices with cross-border aspects of their litigation. OIA attorneys also play a significant role in promoting sound consumer protection policies internationally. Our attorneys have served as consumer protection experts on U.S. delegations to international organizations and foreign agencies, and we have worked with foreign colleagues to produce international guidelines on the identification and prevention of cross-border consumer fraud, on privacy and spam enforcement cooperation, and on consumer dispute resolution and redress. We also work on international privacy, data security, and e-commerce policy issues that arise in the borderless realm of the Internet, and we share our technical expertise with developing countries seeking to develop and implement an effective consumer protection regime.

OIA's consumer protection group frequently hosts interns who work with the office's attorneys at the FTC's headquarters in Washington, DC. Interns are responsible for researching novel and substantial legal issues, such as on-line privacy and governance issues, European consumer law, and issues relating to Internet jurisdiction and transnational service of process. Interns sometimes also attend intra- and interagency meetings, assist in planning events for foreign visitors, and follow developments in foreign law.

For more information, visit our website: <http://www.ftc.gov/oia/consumer.shtm>

To apply, send a cover letter, résumé and writing sample via email as soon as possible, but not later than **October 31, 2011** to:

Hui Ling Goh  
Counsel for International Consumer Protection  
Office of International Affairs  
Federal Trade Commission  
600 Pennsylvania Ave., NW, Room 494  
Washington, DC 20580  
Email: [hgoh@ftc.gov](mailto:hgoh@ftc.gov)

## **12. FEDERATION OF TAX ADMINISTRATORS**

The Federation of Tax Administrators (FTA) was organized to improve the quality of state tax administration by providing services to state tax authorities and administrators. These services include research and information exchange, training, and intergovernmental and interstate coordination. The Federation also represents the interests of state tax administrators before federal policymakers where appropriate.

FTA serves as a source of information and expertise for state administrators and others on the workings of state tax agencies and systems as well as issues generally affecting tax policy and administration. FTA staff regularly monitors the activities of state tax agencies and the federal government in order to serve as a clearinghouse on topics important to administrators. FTA also conducts research projects in such areas as state tax policies and structures, compliance and enforcement programs, and federal and state court decisions. In addition, significant effort is devoted to inquiries from tax administrators on special problems and issues.

The FTA is looking for a Tax LLM student, in particular a student taking SALT classes or one who is in the SALT certificate program.

Website: <http://www.taxadmin.org>

Interested students should submit a cover letter, resume and writing sample BY EMAIL to:

Mr. Gale Garriott  
Executive Director  
Federation of Tax Administrators  
444 N. Capitol Street, NW, Suite 348  
Washington, DC 20001  
email: [Gale.Garriott@taxadmin.org](mailto:Gale.Garriott@taxadmin.org)

## **13. FINANCIAL INDUSTRY REGULATORY AUTHORITY (FINRA)**

FINRA is the largest independent regulator for all securities firms doing business in the United States. FINRA's mission is to protect America's investors by making sure the securities industry operates fairly and honestly. All told, FINRA oversees nearly 4,525 brokerage firms, about 163,580 branch offices and approximately 633,390 registered securities representatives.

FINRA has not yet posted deadlines for the Spring, but here is a link to their page: <http://www.finra.org/AboutFINRA/Careers/p118066>. Students apply directly to FINRA, via the information give on their website.

## **14. FOUNDATION FOR INTERNATIONAL COMMUNITY ASSISTANCE (FINCA) Office of the General Counsel**

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 e-mail, no later than November 30, 2011:**

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

**Contact Person:** Jennifer Brownnett; e-mail: [Jbrownnett@villagebanking.org](mailto:Jbrownnett@villagebanking.org)

**Website:** [www.villagebanking.org](http://www.villagebanking.org)

## 15. THE HOUSE COMMITTEE ON SMALL BUSINESS

The House Committee on Small Business is one of 17 standing committees of the House. The committee's chairwoman is Nydia M. Velázquez, an attorney from New York's 12<sup>th</sup> District. In the House, Committee Chairs completely control their committee agenda, which determine the subject matter of staff work. Thus, the work of our staff and interns follows Chairwoman Velázquez'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). Our broad oversight jurisdiction overlaps that of other committees, however, extending to any and all government agencies and issues of importance to small business.

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 e-mail:** Resume  
Statement of interest in the Small Business Committee  
Hours of availability

**Deadline:** November 30, 2011

**Contact Person:** Eduardo Lerma  
US House of Representatives  
2361 Rayburn House Office Building  
Washington, DC  
e-mail: [eduardo.lerma@mail.house.gov](mailto:eduardo.lerma@mail.house.gov)  
[www.house.gov/smbiz](http://www.house.gov/smbiz)

## 16. THE HOUSE COMMITTEE ON TRANSPORTATION AND INFRASTRUCTURE

The House Committee is chaired by James L. Oberstar, a Democrat from Minnesota. The Committee reviews the activities of government entities under its jurisdiction. The Committee provides oversight to ensure that these agencies implement the laws, programs, and policies within the Committee's jurisdiction in a manner that is consistent with statutory intent. As appropriate, the Committee also investigates ways to improve the overall operation of such agencies and eliminate waste or fraud. During the course of conducting oversight and investigation activities, the Committee continues to utilize the Government Accountability Office (GAO) and the various Inspectors General within the agencies and departments under its jurisdiction.

**Contact Person:** Jennifer Esposito  
[Jennifer.Esposito@mail.house.gov](mailto:Jennifer.Esposito@mail.house.gov)

**Website:** <http://transportation.house.gov>

## 17. HUMAN RIGHTS FIRST

Human Rights First welcomes applications for interns in its Law and Security Program to work in the D.C. office. Interns will be expected to commit to 20 hours of work per for a 10-12 week period.

Responsibilities may include:

Attending, summarizing, and analyzing legislative hearings on subjects relevant to the work of the Law and Security Program;

Summarizing and analyzing proposed legislation;

Supporting program staff on thorough legal and factual research on initiatives concerning U.S. national security policy, torture and other cruel, inhuman or degrading treatment, secret detention facilities, and military justice issues;

Research, analysis, and drafting of memoranda on legislative matters concerning detention, interrogation and rendition;

Research, analysis, and drafting of memoranda on substantive and procedural issues regarding litigation related to human rights consequences of U.S. counterterrorism operations;

Research, analysis, and drafting of memoranda on legal issues concerning detention and interrogation policies and practices for amicus briefing in pending cases;

Documenting and reporting on current conditions at U.S. detention facilities overseas;

Bluebooking, proof-reading and cite-checking legal filings, memoranda, briefing materials and publications; and

Assisting in the drafting of documents provided to Capitol Hill staff and members of Congress and Human Rights First press statements.

### **Candidates must meet the following qualifications:**

- \* Current law student;
- \* Excellent oral and written communication skills
- \* Excellent legal research skills
- \* Ability to handle multiple tasks at once while working independently or as a team member;
- \* Sense of humor.

**Deadline:** not posted on their website yet; still working on their Fall internships.

**To apply,** go to: [http://www.humanrightsfirst.org/about\\_us/jobs/apply.aspx](http://www.humanrightsfirst.org/about_us/jobs/apply.aspx)

**Website:** <http://www.humanrightsfirst.org>

## **18. INTER-AMERICAN DEFENSE BOARD, ORGANIZATION OF AMERICAN STATES Sub-Secretariat of Advisory Services**

The Inter-American Defense Board (IADB) is an independent entity within the Organization of American States. The IADB provides the OAS and its 34 Member States, technical consultative and educational advisory services in military and hemispheric defense related matters in the Americas, with the purpose to contribute to the execution of the Charter of the OAS. Together with the OAS Department of International Law, the IADB analyzes existing OAS General Assembly Resolutions (AG/RES) on International Humanitarian Law (IHL) and International Refugee Law (IRL) and facilitates programs in the Inter-American System to enact these resolutions and advises on development of subsequent resolutions. The IADB is enacting new processes to advise the Inter-American Juridical Committee and the Inter-American Commission on Human Rights on issues with military aspects. The IADB works with the Offices of the UN High Commissioner for Refugees (UNHCR) and the International Committee of the Red Cross (ICRC) on doctrine and training programs in IRL and IHL respectively. The IADB participates in various programs to strengthen international law among the international, regional, sub-regional and national military and defense organizations of the Americas, both on service basis such as the Conference of American Armies and functional basis such as the American Military Legal Committee (COJUMA). Besides working in the aforementioned and a variety of human rights-oriented activities, such as the multinational Human Rights Initiative, other areas of work will occur, many addressing the needs of the small island states of the Caribbean. The internship is an opportunity for practical application of legal principles in such areas as international humanitarian law, international refugee law, international human rights law, treaties and agreements, and occasionally other fields of law applicable to military and security issues.

**Qualifications:** Applicants must be a citizen of an OAS member country. Applicants should possess strong research, writing and analytical skills, and preferably, have proficiency in Spanish and/or Portuguese and experience in different regions of the Americas. All applicants with an interest in international human rights/humanitarian/refugee law are encouraged to apply.

**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 IADB and OAS publications, and otherwise working closely with IADB staff on various projects. The selected individual will assist staff members in preparing for Commission on Hemispheric Security and Commission on Juridical and Political Affairs sessions, including conducting legal research, preparing briefing memos, and drafting proposed statements and questions. Assignments vary depending on the issues and matters being handled by the IADB.

**Deadline:** It's a rolling deadline, but no later than **November 12, 2011**. Interviews will be scheduled until internships are filled. Selections will be made by December 1, 2011.

Applicants need to submit, via e-mail: Cover letter  
Résumé  
Writing sample  
Statement of interest in the Inter-American Defense Board

Applicants should be sure to indicate their availability, and their program(s) of interest.

In your cover letter, please indicate the number of days per week that you will be available for an internship, including start and departure dates. Your writing sample does not have to be of any specific length or on any particular topic. It could be a recently written term paper, news article, etc.

**Contact Person:** Colonel Matthew Anderson, US Army  
Inter-American Defense Board  
Organization of American States  
2600 16th Street NW  
Washington DC 20441-0002  
(202) 939-7567  
e-mail: [matthew.anderson@jid.org](mailto:matthew.anderson@jid.org)  
website: [www.jid.org](http://www.jid.org)

## **19. THE INTER-AMERICAN DEVELOPMENT BANK (IADB)**

The Inter-American Development Bank is a public international organization whose members are 47 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.

**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 15, 2011**. The externship will begin on January 24, 2012.

**Contact Person at IADB:** Ms. Emma Araujo, [EMMAA@iadb.org](mailto:EMMAA@iadb.org)  
Legal Department

**Website:** [www.iadb.org](http://www.iadb.org)

## **20. INTERNAL REVENUE SERVICE (IRS) Office of the Chief Counsel**

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 principles 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 entitles, wages & investment. Externs will be placed as needed into these business functions.

**Applicants need to submit paper copies to the Office of Graduate Programs:**

- Cover letter
- Resume
- Transcript
- Writing Sample

**Deadline:** September 30, 2011

**Contact Person:** Ms. Hsinyu Yu, Office of Chief Counsel

**Website:** [www.irs.gov](http://www.irs.gov)

## **21. INTERNATIONAL MONETARY FUND**

The Legal Department's mission is to promote and preserve the rule of law and financial integrity in the Fund and its member countries, which is essential to the Fund in carrying out its mandate. We fulfill this mission by providing top-quality, professional advice to the Fund's Board of Governors, Executive Board, management and staff and to the authorities of member countries on Fund law and policy, Fund-related administrative issues, and domestic legal and operational policy issues relevant to the Fund's mandate.

The Legal Department also provides technical assistance and law reform advice in the context of Fund-supported programs and surveillance, as well as in the context of specific Fund-wide initiatives such as safeguards assessments, Reports on the Observance of Standards and Codes, and Financial Sector Assessment Programs. Such advice usually involves a comparative study of existing and emerging legislation and best practices in different countries and relevant international agreements, in order to meet the specific needs and legal requirements of the recipient. Advice in this context is provided in a broad range of areas affecting monetary, financial and economic matters, including the following:

- Central banking and banking law and regulation, including regulation of bank and nonbank financial institutions and of financial products;
- Capital markets legal and regulatory issues;
- Payments and transfers, including exchange controls and payments systems;
- Taxation and fiscal;
- Bank, corporate and household insolvency and restructuring;
- Anti-money laundering and combating the financing of terrorism (AML/CFT), including both legal and policy aspects of members' AML/CFT regimes, and issues related to financial stability.

**Deadline: All applications (cover letter and resume) must be received via email by November 18, 2011, addressed to Jacqui Wade, e-mail: [jwade@imf.org](mailto:jwade@imf.org).**

### **Project 1 - Money Laundering Leading Court Decisions Project**

The extern will carry out a research and write a report on leading money laundering court decisions around the world. The project will among other things cover the following aspects:

- selection of the main decisions;
- short description of (i) the factual background of each case (including on the money laundering activity), (ii) the legal issues at stake, and (iii) the applicable legal provisions in the particular jurisdiction;
- identification of the legal findings or principles emerging from these decisions;
- brief concluding commentary

### **Project 2 – Country profiles for surveillance:**

The extern will assist in creating profiles for countries that would presumptively qualify for mandatory coverage of their anti-money laundering and combating the financing of terrorism (AML/CFT) and related issues under the Fund's mechanism for bilateral surveillance, and countries which should be actively monitored based on identified risks. The project will among other things cover the following aspects:

- Creation of a country profile template, which will include information from different areas such as: legal framework, statistical information, relevant documents and literature, internal and external correspondence on the country.
- Development of a SharePoint website to manage this information.
- Populating the templates for select countries.
- Analyzing relevant legal, regulatory and institutional weaknesses, criminal statistics, and other indicia of criminal proceeds.

### **Project 3 – Study of interaction between AML/CFT regimes and Article VIII of the Fund’s Articles of Agreement:**

The extern will assist in reviewing some members’ AML/CFT framework with a view to establishing whether certain aspects of their AML/CFT provisions may give rise to restrictions under Article VIII, Section 2 of the Fund’s Articles of Agreement. The project will among other things cover the following aspects:

- review of selected aspects of countries’ AML/CFT legal framework(s);
- identification of AML/CFT provisions that may raise impediments to the making of payments (by residents) and transfers (by non residents) for current international transactions;
- suggestions for the development of a strategy to address laws, regulations or practices that are not consistent with the IMF Article of Agreements.

**Contact person for enquiries on the three projects listed above: Nadim Kyriakos-Saad; email: [nkyriakos-Saad@imf.org](mailto:nkyriakos-Saad@imf.org).**

### **Project 4 – Financial Stability and Social Safety Nets:**

The extern will do research and write a report on: “Financial Stability and Social Safety Nets”. The project will among other things cover the following aspects of Financial Stability and Social Safety Nets:

- Historical background; developments in thinking and legislation from the 19 hundreds on
- Overlaps and gaps of financial stability and social safety net legislation in the US and Europe
- Lessons from the past: the Argentine and Indonesian cases
- Some guidance for the future

**Contact person for enquiries: Wouter Bossu; email: [wbossu@imf.org](mailto:wbossu@imf.org).**

**Project 5 –** 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.

The extern would also provide research support on comparative tax law concerning ongoing projects.

Qualifications:

\* A background and interest in tax law, and an interest in expanding knowledge of foreign tax systems and foreign tax law research.

\* A basic understanding of internet searching

\* Knowledge of Spanish, French, or other, particularly widely used languages, is preferred but is not essential.

**Contact person for enquiries: Victor Thuronyi; email: [vthuronyi@imf.org](mailto:vthuronyi@imf.org).**

## **22. 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 **October 28, 2011**.

**Contact Person:** Mark B. Rees, Attorney-Advisor, e-mail: [Mark.Rees@usitc.gov](mailto:Mark.Rees@usitc.gov)

**Website:** [www.usitc.gov](http://www.usitc.gov)

## **23. 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 there under.

**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 e-mail by **November 11, 2011**.

**Contact Person:** Valerie Baruch, Esq.  
Associate General Counsel  
Investment Adviser Association  
1050 17<sup>th</sup> Street NW  
Washington DC 20036  
e-mail: [Valerie.baruch@investmentadviser.org](mailto:Valerie.baruch@investmentadviser.org)  
[www.investmentadviser.org](http://www.investmentadviser.org)

## **24. 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 and their staffs with the development and analysis of legislative proposals, (4) assist members of Congress and their staffs 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.

**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 should submit the following documents BY E-MAIL:**

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

**Deadline:** Applications will be accepted by e-mail through **October 28, 2011**. Applications will be considered on a rolling basis.

**Contact:** Gordon Clay, Legislation Counsel  
[gordon.clay@mail.house.gov](mailto:gordon.clay@mail.house.gov)  
or  
Michael Hauswirth, Legislation Counsel  
[Michael.Hauswirth@mail.house.gov](mailto:Michael.Hauswirth@mail.house.gov)  
or  
Rachel Levy, Legislation Counsel  
[Rachel.Levy@mail.house.gov](mailto:Rachel.Levy@mail.house.gov)

**Website:** <http://www.jct.gov>

## **25. KPMG**

The DC office of KPMG will likely have externship opportunities during the spring semester. They may be available in the following areas:

- State and Local Tax
- Corporate Tax
- Income Tax and Accounting
- Financial Institutions and Products
- Legislative and Judicial Developments

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

- Cover letter, and indicate which area(s) for which you wish to be considered
- Resume
- List of Fall 2011 and Spring 2012 courses

**Deadline:** Applications must be received in the **Office of Graduate Programs** by **November 1, 2011**.

**Contact Person at KPMG:** Marianne Evans  
Senior Manager  
Washington National Tax  
State and Local Tax  
KPMG LLP  
2001 M Street, NW  
Washington DC 20036

## 26. MORRISON & FOERSTER

Morrison & Foerster will have space for 1 or 2 LLM externs during the Spring 2012 semester in their State & Local Taxation practice. Coursework or prior experience in SALT is required, and preference will be given to LL.M. students enrolled for the SALT Certificate.

Students should send a cover letter and resume, via email, to:

Philip Tatarowicz, Esq.  
Of Counsel  
Morrison & Foerster  
2000 Pennsylvania Avenue, NW, Suite 6000  
Washington, DC 20006-1888

Email: [tatarph@aol.com](mailto:tatarph@aol.com)

Website: [www.mofo.com](http://www.mofo.com)

## 27. NORTHERN VIRGINIA MEDIATION SERVICE (NVMS)

The Northern Virginia Mediation Service (NVMS) often has opportunities for students to perform credit-based internships. Interns develop skills in mediation and conflict resolution, communication, client service, administration, case management, training design and delivery, marketing and non-profit management. Interns also have the opportunity to work closely with a dedicated group of staff, mediators, and trainers.

**Requirements:** All interns participate in an orientation session and perform a minimum of 160 hours of work to receive internship credit and benefits.

**Benefits:** Interns have the opportunity to participate in NVMS training workshops (see list at [http://www.nvms.us/employmentinternship/internships/](#) and include mediation, negotiation, and facilitation skills) offered during the internship period at no cost.

**Website:** <http://www.nvms.us/employmentinternship/internships/> and <http://www.nvms.us/wp-content/uploads/2010/05/internship-opportunities2.pdf>

**To apply,** complete the application, and fax to (703) 993-3551 (<http://www.nvms.us/wp-content/uploads/2010/05/intern-application3.pdf>); or submit a resume to [communitymediation@nvms.us](mailto:communitymediation@nvms.us)

**Deadline: December 1, 2011.** Interviews will be scheduled until internships are filled.

**28. THE OFFICE OF CHIEF COUNSEL, OFFICE OF TAX AND REVENUE (OTR),  
DISTRICT OF COLUMBIA**

The Office of Chief Counsel, Office of Tax and Revenue (OTR), District of Columbia, is interested in having one or two externs work for the office during the Spring 2012 semester. The office is located at 1101 4th Street, S.W., Suite W750, Washington, D.C. 20024 and is accessible by the Green line Metro, Southwest-Waterfront stop. The office is a half a block away.

The extern will assist one or more attorneys in all areas of state and local tax issues involving income, sales, franchise (corporate), estate and gift, partnership and other taxes; legislation; and litigation before the Office of Administrative Hearings (a pre-payment forum similar to the U.S. Tax Court). The extern will also be able to help advise the Office of Attorney General on cases which that office litigates in D.C. Superior Court on behalf of OTR, including refund suits and real property tax and exemption cases.

Past externs received valuable experience which helped them obtain job offers in their respective states. Work hours are flexible: Ideally the extern will be able to work at least 2 days a week (for no more than 15 hours per week).

**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 31, 2011**.

**Contact Person for Cover Letter:** Alan C. Levine, Chief Counsel  
Office of Tax and Revenue  
1101 4th Street, S.W.  
Room 7627  
Washington, D.C. 20024

**29. ORGANIZATION OF AMERICAN STATES (OAS)  
Department of Legal Services (DLS)**

**Requirements:** The Department of Legal Services (“DLS”) offers law students seeking legal experience and lawyers seeking advanced law degrees the opportunity to work as externs in a small, multi-faceted public international law department which handles matters ranging from litigation, labor relations, privileges and immunities, contracts, and intellectual property law.

Law students and lawyers should have a law degree from a civil law or common law country. Externship applicants should be attending an American Bar Association approved law school in the United States or a recognized law school in another OAS Member State. Externs must be proficient in English, or Spanish, or Portuguese, or French.

**Description of Duties and Assignments:** DLS provides legal advice on the interpretation of normative instruments; administrative, budgetary, and personnel matters; internal regulations; contracts, treaties, and agreements; and the application of national laws relating to taxation, labor relations, and privileges

& immunities; and cooperation and electoral agreements. DLS negotiates agreements and conducts special investigations. DLS represents the Secretary General and the OAS Retirement and Pension Fund in litigation before the OAS Administrative Tribunal and in the courts in the United States of America.

Externs are assigned to conduct research and to write legal memoranda. Areas of research may include, for example, aspects of international law, intellectual property, privileges and immunities, contracts, labor law, arbitration law, and litigation-related matters. Assignments vary depending on the issues and matters being handled by DLS.

**Work Methodology:** Externs are provided with desk space, a computer with Windows and internet access, access to the OAS Columbus Memorial Library, and access to the Library of the U.S. Department of the Interior. It is expected that, where available, externs also will utilize research resources provided by their academic institutions.

**Application Period: September 1 - October 31, 2011.**

**To apply:** go to the OAS electronic application form: [http://www.oas.org/EN/PINFO/HR/gen\\_information.htm](http://www.oas.org/EN/PINFO/HR/gen_information.htm). For information about the Department of Legal Services, visit the DLS website at [www.oas.org/legal](http://www.oas.org/legal).

### **30. 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:**

- No felony convictions
- U.S. citizenship
- 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 - November 15, 2011; selections will be made by November 30, 2011. <http://www.opic.gov/about/jobs/internship/legal>.

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

**31. PHYSICIANS FOR HUMAN RIGHTS (PHR)**

<http://physiciansforhumanrights.org>

Professor Kristine Huskey (who teaches National Security and Race) is looking for a student to work directly with her. She is the Director of PHR's Anti-Torture Program. PHR addresses human rights both at an international level and domestically. Professor Huskey's program focuses primarily on human rights in the context of US national security.

If you are interested, please send a resume/cover letter/list of courses, via email ([khuskey@phrusa.org](mailto:khuskey@phrusa.org)), to

Kristine A. Huskey, J.D.  
Director, Anti-Torture Program

Physicians for Human Rights  
1156 15th Street, NW, Suite 1001  
Washington, DC 20005

Email: [khuskey@phrusa.org](mailto:khuskey@phrusa.org)  
Website: [www.physiciansforhumanrights.org](http://www.physiciansforhumanrights.org)

**The deadline is November 10, 2011.**

### **32. REED SMITH, LLP**

Reed Smith, with over 1600 attorneys, is one of the largest law firms in the world. Their State Tax Group, with over 30 full-time state tax attorneys nationwide, is the largest law firm State and Local Tax practice in the country. Reed Smith seeks two Tax LL.M. externs during the Spring semester to assist the Group's state tax partners in all offices with high-end legal research, analysis and writing. This effort may result in scholarly articles, firm alerts, speeches, or internal memorandums. Externs will not be allowed to work on client-billable matters. Participation in the Georgetown Law State & Local Taxation certificate program is a plus.

**Applications are due no later than November 1, 2011.**

Interested students should email a resume, writing sample, and most recent transcript to Donald M. Griswold, Reed Smith LLP at [dgriswold@reedsmith.com](mailto:dgriswold@reedsmith.com), with a copy to Walter Nagel at [wnagel@reedsmith.com](mailto:wnagel@reedsmith.com) and another copy to our in-house recruiter, Morgan Doolittle at [mdoolittle@reedsmith.com](mailto:mdoolittle@reedsmith.com).

Reed Smith  
1301 K Street, N.W.  
Suite 11000 - East Tower  
Washington, D.C. 20005  
[www.reedsmith.com](http://www.reedsmith.com)

### **33. 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:** 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, by email to:** [studentobserver@sec.gov](mailto:studentobserver@sec.gov):

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

**Deadline:** Applications accepted on a rolling basis from **August 22 to October 24, 2011; applications recommended by October 7, 2011.**

**Contact Person:** Diane Evans, Student Observer Program  
U.S. Securities and Exchange Commission  
100 F Street, NE  
Washington, DC 20549-5631  
Fax: 202-772-9235  
Email: [EvansCa@sec.gov](mailto:EvansCa@sec.gov)  
Website: [www.sec.gov](http://www.sec.gov)

#### **34. SENATE FINANCE COMMITTEE**

The Finance Committee ([www.finance.senate.gov](http://www.finance.senate.gov)) 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.

**Qualifications:** Applicants must be **U.S. Citizens** or a **citizen of a member allied country** as defined by the State Department.

**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. **NOTE:** Preference will be given to those applicants who can devote 2 days a week to the externship (rather than 1-2 hours per day).

**For the office of the Finance Committee Chairman:**

A limited number of associates and law clerks are selected for each term on a rolling basis; applicants should apply early (three-to-four months before the start date is preferable). Given that Chairman Baucus is from Montana, current and former Montana residents are especially encouraged to apply.

Applicants should send a cover letter, resume, writing sample and two references to the following address:

U.S. Senate Committee on Finance  
Attention: Intern Coordinator, Majority Staff  
219 Dirksen Senate Office Building  
Washington, D.C. 20510

**The office of the Finance Committee Ranking Member** accepts a limited number of internship and clerkship applicants each year. Applicants should apply early. Applicants should mail a cover letter, resume, writing sample and two references to the following address:

Ms. Carla Martin  
Re: Ranking Member Office Intern/Law Clerk Application  
U.S. Senate Committee on Finance  
219 Dirksen Senate Office Building  
Washington, D.C. 20510

### **35. SMALL BUSINESS ADMINISTRATION Office of Advocacy**

The Office of Advocacy offers law students an opportunity to work closely with Congress and federal agencies such as EPA, Labor, Treasury, Commerce and FAR in the process of developing and promulgating regulations. Legal interns typically receive exposure to the federal administrative process, with access to federal policymakers and their staff. Student assist attorneys in several issue areas, including securities, environmental law, occupation safety and health, telecommunication, tax, labor, agriculture, procurement, energy, and economic regulation. In recent years, the majority of the assignments have been in the areas of environmental and procurement law. The position is unpaid.

Interns have variety of assignments that may range from attending Congressional hearings to performing legal research and drafting documents. In addition to the smaller projects, each intern is assigned a larger research project involving a policy issue that is significant to the office. For example, in the past, an intern drafted model legislation which is currently being introduced in several State legislatures.

**Deadline: October 31, 2011**

Interested students should send a resume, cover letter, and writing sample, **via email**, to:

Jennifer Smith, Esq.  
Assistant Chief Counsel for Economic Regulation & Banking  
Office of Advocacy – SBA  
409 3<sup>rd</sup> Street, SW  
Washington, DC 20416  
Phone: (202) 205-6943

**Email: [Jennifer.Smith@sba.gov](mailto:Jennifer.Smith@sba.gov)**

Please write “Spring Internship” in the subject line.

**Website:** [www.SBA.gov/advocacy](http://www.SBA.gov/advocacy)

### **36. SUTHERLAND, ASBILL & BRENNAN**

The externs are assisting their lawyers in the state & local tax subgroup. Anticipated projects will include assistance with research and analysis, and article writing and presentation preparation related to relevant issues in our tax practice. Work hours are flexible and we anticipate that the externs will work 10-15 hours a week. **Application deadline is November 15, 2011.**

**Please email your cover letter, resume, JD transcript and list of expected LLM courses to Rachel Budgar, [rachel.budgar@sutherland.com](mailto:rachel.budgar@sutherland.com).**

Your cover letter should be addressed to:

Stephanie Kaczynski  
Attorney Recruiting Manager  
Sutherland Asbill & Brennan LLP  
1275 Pennsylvania Avenue NW  
Washington, DC 20004-2415

Website: [www.sutherland.com](http://www.sutherland.com)

### **37. THE WORLD BANK Investing Across Borders**

*Investing Across Borders* is a World Bank Group initiative comparing regulation of foreign direct investment around the world. It presents quantitative indicators on economies' laws, regulations, and practices affecting how foreign companies invest across sectors, start businesses, convert and transfer currency, employ skilled expatriates and resolve commercial disputes. Our 2010 report, data and other detailed information are available at [www.investingacrossborders.org](http://www.investingacrossborders.org).

The *Investing Across Borders* team plans to offer three to five externship positions for the Spring 2012 semester. Externs who are accepted into the program can expect to do about 15 hours of work per week for a minimum of 11 weeks from January 23, 2012 to 28 April, 2012.

Applications should include (i) a tailored resume, (ii) a cover letter and (iii) list of planned classes. When applying, please also choose between either of the following externship tracks: Alternative Dispute Resolution (ADR) or General Comparative Commercial Law (see the descriptions below). Applications should be sent by e-mail to Ms. Nina P. Mocheva ([nmocheva@ifc.org](mailto:nmocheva@ifc.org)) and Mr. Vinesh Winodan ([vwinodan@ifc.org](mailto:vwinodan@ifc.org)) by Monday October 31, 2011. Only short-listed candidates will be contacted for interviews.

## **1. ADR Externship (Supervisors: Nina Mocheva and Sophie Pouget)**

### **Applicant prerequisites:**

- LL.M. candidate;
- Prior academic and/or professional background in international commercial arbitration, mediation and/or commercial litigation (enrollment in a course in commercial arbitration in the 2011 Fall semester will suffice to fulfill this criterion);
- Academic or professional experience, ideally in more than one jurisdiction and with private legal practice experience;
- An interest in comparative law;
- Demonstrable proficiency in research; and
- Fluency in at least one of these languages (preferred but not necessary): Spanish, French, Russian, or Arabic.

### **Participating law students can expect work of the following nature:**

- Research and summarize "best practices" in relation to specific concepts of international and national arbitration law;
- Research comparative studies and reports on national rules of procedure for enforcement of arbitration awards;
- Assist in various legal data verification tasks;
- Draft legal memoranda on specific ADR issues; and
- Otherwise assisting the work of the team's legal staff.

## **2. General Comparative Commercial Law (Supervisors: Dieter De Smet and Tania Ghossein)**

### **Applicant prerequisites:**

- LL.M. candidate;
- Prior academic and/or professional background in cross-border or international business transactions, companies or corporate and commercial law;
- Academic or professional experience, ideally in more than one jurisdiction and with private legal practice experience;
- An interest in comparative law;
- Fluency in at least one of these languages (preferred but not necessary): Spanish, French, Russian, or Arabic; and
- Demonstrable proficiency in research.

### **Participating law students can expect work of the following nature:**

- Conduct specific research covering the following issues: currency convertibility and repatriation, immigration laws, company and other commercial laws and investment laws;
- Assist in various legal data verification tasks;
- Draft legal memoranda within the broad spectrum of FDI regulation; and
- Otherwise assisting the work of the team's legal staff.