

Student Intern Program
Office of the General Counsel
Executive Office of the President
Office of the United States Trade Representative

Synopsis of Program

The student intern program in the Office of the General Counsel at USTR is a volunteer program where law and graduate students gain knowledge and experiences working on issues related to U.S. trade law and policy, and, in some cases, earn law or graduate school credit at the same time.

Assignments may include legal research, analysis, and writing, preparation of briefing books and other materials in support of litigation, letter writing, and covering Hill meetings, hearings, and markups as necessary.

Requirements

Law and graduate students are eligible. Students are required to submit a resume, cover letter, writing sample, and a statement of period of availability. In the cover letter, students may wish to describe their particular geographic or functional areas of interest (e.g., Africa, Asia, Western Hemisphere, Environment, Labor, Intellectual Property, etc.). Each resume must include date and place of birth, current address, and telephone number. **ALL APPLICANTS MUST BE UNITED STATES CITIZENS.**

Selected applicants will be required to submit to a background security check to obtain at least a "confidential" security clearance. Ultimate eligibility depends upon the applicant's ability to obtain the appropriate security clearance.

USTR is a Drug Free Workplace. Recent or current drug use is not acceptable. Selectees will be required to complete a confidential pre-employment security questionnaire that includes questions on alcohol and drug use. USTR reserves the right to disapprove tentative selectees based on information provided in this questionnaire.

Application materials must be submitted via email to:

Joseph H. Rieras
Assistant General Counsel
Office of the U.S. Trade Representative
600 17th Street, N.W. - Winder Building
Washington, D.C. 20508
jrieras@ustr.eop.gov

Applications are accepted on a rolling basis throughout the year. However, generally, applications should be submitted by the following deadlines:

- Spring internships - November 30
- Summer internships - March 15
- Fall internships - September 30

For additional information on the program, please contact Joseph Rieras at (202) 395-9637.