

# Law Clerk Announcement

**American Cancer Society**

**National Government Relations Department**

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The Society seeks a law clerk for the National Government Relations Department in Washington, DC. The law clerk will work with the Counsel for Federal and Regulatory Affairs and the Staff Attorney on a wide range of issues affecting cancer patients and their families. Specific responsibilities will include assisting the attorneys in the interpretation and application of federal guidelines relating to advocacy by public charities as well as analysis of proposed public health legislation and other duties as assigned.

This clerkship provides students with an opportunity to learn about advocacy by public charities, applicable laws, the legislative process, interrelationships, and the impact on public health.

## **Clerkship Requirements**

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The candidate must have completed at least two years of law school, possess excellent analytical ability and writing skills, and be able to perform multiple duties.

To ensure that the clerk maximizes his/her experience with the National Government Relations Department, we prefer students for a minimum of 20 hours per week and a commitment for both the fall and spring semesters but would consider a commitment for a single semester.

The Counsel for Federal and Regulatory Affairs will support the opportunity to earn academic credit in line with individual law school requirements. This is an unpaid position.

## **Clerkship Availability**

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Fall and/or Spring Semester 2004/2005.

## **Clerkship Application Process**

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Please send:

- Resume
- Cover letter, indicating your specific areas(s) of interest and expertise as well as availability and schedule.

## **Application Deadline**

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Applications must be received no later than September 10 for the fall semester and January 15 for the spring semester. Please indicate in the cover letter if you are interested in applying for both semesters.

## **Please submit materials to:**

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Ms. Dorothy Wyatt  
Staff Attorney  
American Cancer Society  
National Government Relations Department  
901 E Street NW, Suite 500  
Washington, DC 20004

Fax: 202-661-5750  
Email: Dorothy.Wyatt@cancer.org



## **BREAD FOR THE CITY LEGAL INTERNSHIPS - FALL 2005**

Bread for the City is a 501(c) (3) non-profit organization located in the Shaw neighborhood of Northwest Washington, D.C. and in Anacostia in Southeast D.C. In addition to free legal assistance, Bread for the City provides medical care, food, clothing and social services without cost to low-income residents of the District. We aim to provide a dependable environment for people in need of assistance, where they know they will be treated with dignity and respect.

The Legal Clinic of Bread for the City currently has legal intern positions available at our Northwest Center. We represent individuals mainly in landlord-tenant law, family law, disability benefit appeals and other public benefits issues.

We welcome applicants from legal externship and work study programs. At the Northwest office, Spanish-speaking ability is helpful but not required.

The legal intern's duties will include:

- interviewing clients;
- conducting legal research;
- drafting pleadings, correspondence, motion papers and memoranda of law;
- reviewing court files in D.C. Superior Court;
- reviewing official files at the Social Security Administration's Office of Hearing and Appeals and assisting with representation of individuals in administrative hearings;
- representing tenants at grievance hearings before the District of Columbia Housing Authority; and
- assisting with trial preparation.

To apply, please send a cover letter and resume to:

Northwest Services Center:  
Elizabeth R. Campbell Legal  
Director  
Bread for the City Legal Clinic  
1525 7th Street, NW  
Washington, DC 20001 Tel.  
(202) 265-2400, ext. 29 Fax  
(202) 745-1081  
[ecampbella@breadforthe-city.org](mailto:ecampbella@breadforthe-city.org)



The **Campaign Legal Center** is a non-profit organization that works in the areas of campaign finance, communications and government ethics. The Legal Center represents the public interest in administrative and legal proceedings where the nation's campaign finance and related media laws are enforced: at the Federal Election Commission (FEC), the Federal Communications Commission (FCC), the Internal Revenue Service (IRS), and in the courts. Most recently, our attorneys were members of the legal team that successfully defended the Bipartisan Campaign Reform Act of 2002 (commonly called McCain-Feingold) before the U.S. Supreme Court.

We currently have **TWO part-time positions** available (for both Fall 2004 and Spring 2005) for 2L or 3L externs interested in working with our attorneys in constitutional, campaign finance, media, and/or election law. These are non-paid positions, but we will work with your institution to ensure you receive proper credit.

Job responsibilities will primarily consist of legal research, writing and drafting case briefs and amicus briefs. Following are some issues that we have recently been involved with:

#### **SUPREME COURT CASES**

*McConnell v. FEC* (challenge to the Bipartisan Campaign Finance Reform Act of 2002, before the three judge District Court and the U.S. Supreme Court)

*FEC v. Beaumont* (non-profit corporation campaign contributions)

*Nike v. Krasky* (corporate First Amendment case, and application to campaign speech)

#### **PROPOSED LEGISLATION**

McCain-Feingold-Durbin Broadcast Bill (would provide some free broadcast time to political candidates and parties)

Reform of the Federal Election Commission

Tax Credit for federal political contributions

Disclosure requirements for telephone banks and push polls

Houses of Worship Political Speech Protection Act, H.R. 2357 (would allow churches to engage in political activity-reformers have serious concerns)

Our Democracy, Our Airwaves (reforming the sale of advertising time to candidates)

**To apply:** Please submit a cover letter, resume, copy of transcript and writing sample via e-mail to [mviray@campaignlegalcenter.org](mailto:mviray@campaignlegalcenter.org), fax - (202) 736-2222, or mail to:

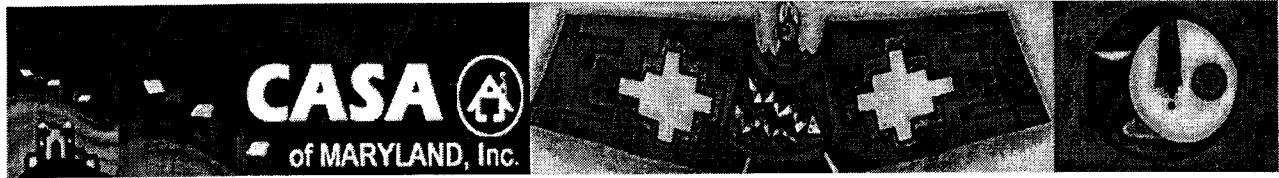
Marianne Viray, *Managing Director*

Campaign Legal Center

1640 Rhode Island Ave., NW, Suite 650

Washington, DC 20036

For more information on our organization, please see our website at [www.campaignlegalcenter.org](http://www.campaignlegalcenter.org) or call (202) 736-2200.



## WORKERS' AND TENANTS' RIGHTS PROGRAM

### SPRING SEMESTER 2006 INTERNS

CASA seeks to hire law students to work as interns in our Silver Spring and Baltimore legal offices, during the spring semester of 2006. Interns will work with legal staff, including attorneys and worker organizers, to defend and expand the workplace rights of low-wage workers. Interns will coordinate and participate in legal rights workshops and will interact directly with clients. Interns will also manage their own caseload of wage and hour cases and will assist attorneys and organizers in developing strategies for resolving workplace disputes and violations of workers' rights. In the past, interns have performed the following tasks: drafting demand letters and legal pleadings; conducting legal and factual research; organizing press conferences for workers; conducting legal workshops; performing outreach to day laborers and domestic workers; preparing workers' testimony in front of public officials; organizing pickets and marches in front of businesses and employers' homes; and obtaining and collecting data for use in advocacy campaigns for the rights of immigrants and low-wage workers. CASA works closely with interns to tailor the internship according to the intern's interests.

CASA is accessible by public transportation and carpooling may be available.

**HOURS** - We are looking for a minimum commitment of 10-15 hours per week.

**LANGUAGE** - Fluency in Spanish is preferred. French is helpful.

**DEADLINES** - **Monday, November 28, 2005**

**FOR MORE INFORMATION OR TO APPLY:** please email Jayesh Rathod at [jrathod@casamd.org](mailto:jrathod@casamd.org). More information is available on our website, [www.casademaryland.org](http://www.casademaryland.org).

From [Angela Mo <amo@earthjustice.org>](mailto:amo@earthjustice.org)

Sent Friday, January 14, 2005 3:09 pm

To [frischm@law.georgetown.edu](mailto:frischm@law.georgetown.edu)

Cc

Bcc

Subject Georgetown externship program

Dear Prof. Frisch,

I'm the acting office manager of Earthjustice's DC office and would like Earthjustice to be added to Georgetown's externship program. We heard of the program from Carie Jasperse. Here is the information that Carie said you would need:

1) Description of the organization:

Earthjustice is a national non-profit, public interest law firm providing high quality litigation and advocacy services on environmental issues. The Washington, D.C. office's docket includes both cases addressing national issues and ones affecting the mid-Atlantic region. The office has a strong focus on promoting clean air and clean water, and also handles cases involving protection of natural areas and environmental justice issues. Clients include community groups, environmental organizations, and concerned citizens.

Examples of recent important cases include suits (1) against D.C.'s sewer authority for allowing unlawful raw sewage discharges into the Anacostia and other D.C. waters, (2) against the Environmental Protection Agency for failing to require cleanup of air pollution that impairs scenic vistas in our national parks and wilderness areas, (3) against EPA for failing to require control of hazardous air pollutants, such as dioxins and mercury, that bioaccumulate in humans and animals; (4) against the Department of the Interior for illegally allowing underground coal mines to undermine the land beneath homes and parks. We also have intervened to oppose various industry challenges to air and water regulations, including those protecting wetlands from development and those requiring manufacturers to build cleaner diesel trucks.

2) Type of work a student would do:

Interns assist with a broad range of tasks, including legal research on issues of statutory construction, administrative law, and civil procedure; legislative history and regulatory history research; factual research through review of agency administrative records and other sources; and drafting of memoranda and other documents.

3) How to apply:

Applicants should submit a resume, cover letter, unofficial law school transcript, references and a writing sample (a brief or litigation-oriented memorandum) by mail to Keri Powell at 1625 Massachusetts Ave., NW, Suite 702, Washington, DC 20036 or by email to [kpowell@earthjustice.org](mailto:kpowell@earthjustice.org).

4) Contact person:

Keri Powell

Please feel free to contact me if you need any more information or have any questions.

Thanks,

Angela Mo  
Acting Office Manager  
Earthjustice  
1625 Massachusetts Avenue, NW  
Suite 702  
Washington, DC 20036  
P: 202.667.4500 F:  
202.667.2356  
[www.earthjustice.org](http://www.earthjustice.org)

## Internship Opportunity with the Lupus Foundation of America

The Lupus Foundation of America, Inc. is the nation's leading non-profit voluntary health organization dedicated to improving the diagnosis and treatment of lupus, supporting individuals and families affected by the disease, increasing awareness of lupus among health professionals and the public, and finding the causes and cure. The LFA has a nationwide network of 264 chapters, branches and support groups serving individuals with lupus, their families, and health professionals.

The LFA energetically pursues its mission through programs of research, education and advocacy:

- Seeks to greatly increase public and private sector funding of lupus research
- Provides direct financial support to lupus researchers through its five-year research support program
- Educates physicians and other health professional about the latest scientific findings on lupus
- Supports individuals with lupus, their families and caregivers

The LFA is seeking a legal intern to work in their public policy and government relations division. The intern will be supervised by the division's vice president, Priscilla Chatman, J.D. Responsibilities of the intern will include:

- Managing a national advocacy day summit. Persons with lupus from all over the country will come to D.C. to visit their members of Congress and advocate for lupus research and education.
- Scheduling meetings with members of Congress.
- Accompanying advocates to Capitol Hill.
- Assisting with advocacy and training.
- Reviewing, analyzing and writing summaries of legislation and policy.
- Performing public policy research.
- Conducting web searches.
- Monitoring federal hearings on relevant issues.

Applicants may consider this opportunity towards volunteer work or academic credit, as the position is unpaid. Interested students should submit a cover letter, resume and writing sample to:

Vincent Lee  
Assistant to the Vice President  
Public Policy and Government Relations,  
Lupus Foundation of America  
2000 L Street, NW, Suite 710  
Washington, DC 20036  
[lupustemp@lupus.org](mailto:lupustemp@lupus.org)

## INTERNSHIP POSITION ANNOUNCEMENT

The Office of General Counsel, National Aeronautics Space Administration is offering unique and challenging opportunities through unpaid internships (including academic credit from institutions willing to grant such credit in a supervised program) for the spring semester, 2005.

We offer an exciting opportunity to assist senior legal counsel in the resolution of "real world" challenges as NASA continues to accomplish the Vision for Space Exploration and work toward the achievement of our Strategic Vision that will take humans back to the moon, and eventually to Mars and beyond.

Opportunities will exist in each of our three practice groups: General Law, Contracts and Procurement, and Intellectual Property, Patent, Commercial and International Law. We seek only applicants who can demonstrate a record of academic excellence, evidenced by ranking in class or grade point average; a demonstrable ability to write clearly and concisely; willingness to accept a challenge and work towards worthwhile goals for the betterment of our Nation and mankind; and an interest in the mission of NASA.

All positions for the spring term will be unpaid, and will be filled through a competitive process that will consider the importance of maintaining a diverse and representative workforce population, and will include an interview with a member of the NASA legal team's senior management prior to acceptance into the program.

Interested applicants should submit a resume with cover letter stating interests, any relevant experience and background, and if possible some indication of a desired field of assignment or project. In addition, applicants should submit recent transcripts and references with contact information who can speak to the qualities outlined above.

Interested persons should determine through the academic departments of their particular institution whether academic credit may be granted and should provide a brief recap of the circumstances if such credit is sought.

Applicants should contact Tamra Testerman and submit electronically all requested information to [ttesterman@nasa.gov](mailto:ttesterman@nasa.gov). Telephonic inquiries are neither desired nor accepted.

Enclosure

## **EXTERNSHIP WITH THE NATIONAL ASSOCIATION OF REGULATORY UTILITY COMMISSIONERS (NARUC)**

### ***What is NARUC?***

The National Association of Regulatory Utility Commissioners (NARUC) is a non-profit organization founded in 1889. Its members include the governmental agencies that are engaged in the regulation of utilities and carriers in the fifty States, the District of Columbia, Puerto Rico and the Virgin Islands. NARUC's member agencies regulate the activities of telecommunications, energy, and water utilities.

NARUC's mission is to serve the public interest by improving the quality and effectiveness of public utility regulation. Under State law, NARUC's members have the obligation to ensure the establishment and maintenance of utility services as may be required by the public convenience and necessity, and to ensure that such services are provided at rates and conditions that are just, reasonable and nondiscriminatory for all consumers. For more details, please visit NARUC's website at [www.naruc.org](http://www.naruc.org).

### ***NARUC's Legal and Legislative Advocacy***

NARUC represents the interests of State public utility commissions before the three branches of the Federal government and the Independent Federal agencies. NARUC provides Members of Congress and their staff with:

- Association's position on issues being debated in the House or Senate
- Witnesses to testify before Congressional Committees
- Policy briefings to update and educate Senate and House staff.

Additionally, NARUC files briefs and pleadings before the U.S. Supreme Court and other Federal courts in support of State utility commission interests. NARUC also provides the Executive Branch with policy proposals and works with the Departments on the formulation of regulatory policies. NARUC works closely with the Federal Energy Regulatory Commission (FERC), the Federal Communications Commission (FCC), and the Nuclear Regulatory Commission (NRC), the Securities and Exchange Commission and the Federal Trade Commission to ensure the State perspective is considered in their proceedings.

### ***Extern Responsibilities Examples***

The following are examples of duties performed by our summer extern/intern:

Assignments for our General Counsel, Assistant General Counsel (energy issues), Legislative Director (telecom), Legislative Director (energy) and Grants and Research department. Below is a listing of some assignments:

- o Telecom legislative:

- Researched state legislation, regulation and statistics on video franchising and right-of-way to help assess impact on telephone company entry into the cable TV market.
  - Researched novel consumer protection issues that would impact federal and state regulation of Voice-Over-Internet-Protocol ("VOID") services offered over broadband Internet connections.
  - Attended House and Senate congressional hearings and participated in strategy sessions for NARUC testimony before the House Energy and Commerce Committee on April 27.
  - Delivered letters, testimony and other materials to congressional offices.
  - Attended lobbying meetings with congressional staff and strategy meetings with allied associations such as National League of Cities, National Governors' Assn., *et al.*
- o Telecom legal:
  - Researched "cooperative federalism" in statutes governing the railroad, airline and other industries to find analogies for telecom industry oversight.
  - Summarized recent changes in consensus policies of NARUC on telecom issues.
- o Energy legislative:
  - Drafted summaries and side-by-side analysis of about eight titles in House and Senate energy legislation (about 800 pages of legislation).
- o Energy legal:
  - Researched legislative history for the Nuclear Waste Act of 1983 to support federal litigation.  
Researched implications of recently-passed law to repeal the Public Utility Holding Company Act to assist in a association regulatory and legal strategy.
  - Learned specific legal research skills, such as citing cases, organization of courts, federalism, etc.
  - Wrote articles for the NARUC bulletin about industry regulatory issues.
- o Grants and Research Department:
  - Edited summaries for document survey on state and local rights-of-way statutes and regulations for electrical transmission lines.

The above is just an example of possible projects. Various other substantive assignments will be available. For example, a major project going forward is implementation of the Energy Policy Act of 2005 signed into law on August 8, 2005. This legislation is the most comprehensive energy legislation since the Energy Policy Act of 1992 and will impact almost every sector of the energy industry.

Oceana is a non profit international advocacy organization dedicated to protecting and restoring the world's oceans through policy advocacy, science, law and public education. The Legal Department seeks law clerks or interns who have an interest in ocean conservation and environmental law. The legal team brings strategic federal litigation to advance marine conservation goals (mainly under the Magnuson-Stevens Fishery Conservation and Management Act, the National Environmental Policy Act, the Endangered Species Act, and the Marine Mammal Protection Act) and supports Oceana's policy and legislative initiatives. Oceana's current campaigns target dirty fishing practices, such as bycatch; bottom trawling of sensitive sea habitats; and cruise ship pollution. Those interested should possess excellent research and writing skills, a solid academic record, the maturity to support a team effort, strong work ethic, sense of initiative and good judgment. Law clerks may be asked to perform legal and factual research, draft research memoranda and legal documents, analyze legislation and help implement lobbying strategies, attend court and/or Congressional hearings, client meetings and participate in legal staff meetings. For more information about Oceana, please visit our website at [www.oceana.org](http://www.oceana.org).

# EXTERNSHIP IN THE DEPARTMENT OF DEFENSE

*Interested in obtaining the practical legal experience by working for a semester for the Department of Defense General Counsel in the Pentagon?*

**Who:** General Counsel, Department of Defense, Standards of Conduct Office

**Where:** Pentagon (Arlington, VA)

**When:** Fall Semester

**Eligibility:** 2<sup>nd</sup> or 3<sup>rd</sup> year law student

**WHO WE ARE:** The Department of Defense's General Counsel is the chief legal officer and the chief ethics officer of the Department. The Standards of Conduct Office, (SOCO) which reports to the General Counsel, is responsible for administering the Defense Department's ethics program. We write legal opinions, set Departmental policy, and advise senior Government officials regarding conflict of interest and ethics laws. We assist senior officials seeking confirmation by the Senate. We initiate, review, and make legislative proposals; establish and interpret ethics laws within the Department of Defense; conduct ethics training using traditional and innovative methods; participate in Government-wide and Department-wide meetings, and serve as liaison to the Office of the Counsel to the President, the Office of Legal Counsel at the Department of Justice, and to the Office of Government Ethics.

## **WHY COME TO SOCO?**

1. To work with Department of Defense (DoD) attorneys in a collegial atmosphere conducive to learning the practical and innovative ways of solving actual client problems day-to-day.
2. To learn the Federal ethics program, which is uniform throughout the Executive Branch and is frequently used as a model in corporate America.
3. To gain experience working in the legal department of the Government's largest department.
4. To make substantive input to DoD policy and regulations.

6. To perform public service while adding substantive and meaningful work experience to your resume.

### **WHAT YOU MAY EXPECT AS AN EXTERN AT SOCO**

1. Hands-on experience such as preparation of legal opinions, assistance in decision-making, and meeting with clients and DoD organizations.
2. Research and drafting of opinions (good writing samples) in response to client inquiries.
3. Attendance at meetings inside and outside the Department that may impact the overall Federal Government ethics program.
4. Personal mentoring by an experienced attorney.
5. Introduction to possible future career possibilities.

### **WHAT WE NEED FROM YOU**

**A copy of the extern agreement with your law school, if applicable. Also, for purposes of selection, a copy of your law school and undergraduate transcript and current resume.**

### **WHOM TO CONTACT:**

**Steve Epstein  
Director (epsteins@dodgc.osd.mil), or  
Jeff Green  
Senior Attorney (greenj@dodgc.osd.mil),  
Standards of Conduct Office  
Office of the General Counsel  
Room 3D941  
1600 Defense Pentagon  
Washington, DC 20301-1600  
703-695-3422**

**U.S. DEPARTMENT OF JUSTICE  
PROFESSIONAL RESPONSIBILITY ADVISORY OFFICE  
INTERN POSITION**

The Professional Responsibility Advisory Office provides definitive advice to Department of Justice attorneys on issues relating to professional conduct. In addition, we provide training to Department attorneys, Professional Responsibility Officers and client agencies.

**OPPORTUNITY:** The Professional Responsibility Advisory Office (PRAO) has intern positions for which recruiting is done each semester. PRAO offers volunteer and academic credit internships to undergraduates and to law students.

PRAO accepts students, with the permission of their school, to work on assignments that include legal research and analysis on a wide range of professional responsibility issues and drafting memoranda and legal briefs. Some issues involved might include state-by-state surveys of whether a jurisdiction permits screening in a law firm, what kind of screen is acceptable under conflict of interest rules or drafting a general discussion of an issue such as the duties owed a prospective client.

**WORK SCHEDULES:**

The Fall Program runs from September through December. The Spring Program runs from January through May. The Summer Program runs from June through August. PRAO is open Monday through Friday from 9:00 a.m. to 6:00 p.m. Internships are offered as student work study programs only, not for compensation.

**ACADEMIC CREDIT:**

Students accepted for an internship may earn academic credit for working in our office. Information on academic credit programs can be obtained from school placement offices.

## **REQUIREMENTS:**

Applicants for an internship must be a United States citizen and are required to request an application by submitting a cover letter, resume and writing sample to PRAO on or before the deadlines listed below. Please note that every student internship is contingent upon the satisfactory completion of a security clearance. Under no circumstances will a student be allowed to work in any capacity before his or her security clearance is successfully completed.

## **APPLICATION DEADLINE:**

PRAO will be accepting application requests for the **Spring Program** from August 1st to November 1st. The deadline for submitting a completed security application package is December 1st and the Program will begin on the first Monday after New Year's Day.

PRAO will be accepting application requests for the **Summer Program** from January 1st to March 1st. The deadline for submitting a completed security application package is May 1st and the Program will begin on the first Monday in June.

PRAO will be accepting application requests for the **Fall Program** from May 1st to July 1st. The deadline for submitting a completed security application package is August 1st and the Program will begin on the first Monday after Labor Day.

**Application Procedures:**

Anyone interested in applying for any of the above programs should send a cover letter, resume and writing sample to:

U.S. Department of Justice  
Professional Responsibility Advisory Office  
Attn: Jean Spells  
1325 Pennsylvania Ave, N.W., Suite 500  
Washington, DC 20530  
Tel: (202) 514-0458  
Fax: (202) 353-7491

The U.S. Department of Justice is an Equal Opportunity/Reasonable Accommodation Employer.

## DEPARTMENT OF THE TREASURY

UNITED STATES MINT  
WASHINGTON, DC 20220

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Statement of Work  
Legal Extern  
Student Volunteer Service

### I. INTRODUCTION:

The purpose of this position is to provide the Chief Counsel, Deputy Chief Counsel, and Attorney Advisors in the Office of Chief Counsel with research support of a general and legal nature and substantive legal assistance. It is anticipated that the legal extern will assist the staff attorneys in a variety of legal matters affecting the United States Mint, matters involving administrative law, bankruptcy, ethics, equal employment opportunity, Freedom of Information Act, government contracts, intellectual property, labor relations, litigation, and Privacy Act.

### II. DUTIES AND RESPONSIBILITIES:

A. General Research: The legal extern will conduct independent research on issues of general interest or policy matters via the Internet, Lexis-Nexis, Westlaw, ISYS (internal document retrieval system), subject files, chronological files, legal opinions, and case files, that may have a bearing on such matters.

B. Legal Research: The legal extern will perform basic legal research via the Internet (EEOC, OPM, GAO, NARA, THOMAS), Lexis-Nexis, and Westlaw and using available library resources. Legal research may include the cite checking of court cases, statutes, regulations, and legislative history referenced in legal memoranda and opinions.

C. Legal Assistance: The legal extern will draft letters, legal memoranda, and opinions; search for and review responsive documents; and respond to requests pursuant to the Freedom of Information Act, Privacy Act, and discovery. The legal extern will communicate daily with attorneys for the purposes of clarifying and reporting on pending assignments.

### III. DUTY LOCATION AND HOURS

The legal extern will work in the Washington, DC (Headquarters) of the United States Mint located at 801 9<sup>th</sup> Street, NW, Washington, DC 20220. The legal extern must commit to working a minimum of 20 hours per week in the summer, and a minimum of 15 hours per week in the fall, winter or spring. The number of hours will also depend upon the academic institution's requirements for externship credit.

### IV. SUPERVISION AND GUIDANCE RECEIVED:

The legal extern works under the general supervision of an attorney-advisor. Assignments will be coordinated by the supervising attorney-advisor. Assignments may be provided orally or in writing, generally with broad instructions as to the manner in which an assignment is to be performed. The legal extern is responsible for ensuring accuracy of his or her research data. Work is reviewed regularly to ensure conformance with the externship requirements.

### V. CONFIDENTIALITY

The legal extern shall maintain all information obtained pursuant to his or her student volunteer service in a confidential manner, subject to existing restrictions prohibiting the disclosure of sensitive Government information under the Freedom of Information Act, Privacy Act, administrative and judicial protective orders, and all other pertinent civil and criminal laws prohibiting the disclosure of information.



**U.S. EQUAL EMPLOYMENT OPPORTUNITY COMMISSION**  
**Washington Field Office**  
Street, N.W., Suite 200

1400 L

Washington, D.C. 20005  
(202) 275-0077  
TTY (202) 275-7518  
FAX (202) 275-0076

**LAW STUDENT JOB ANNOUNCEMENT**

**Position:** Mediator/ADR Specialist

**Salary:** Unpaid. Academic credit or funding may be available through law school.

**Location:** U.S. Equal Employment Opportunity Commission Washington Field Office, ADR Unit  
1400 L Street, N.W., Suite 200  
Washington, D.C. 20005

**Service date:** Fall, Winter, Spring, Summer

**Application:** Submit cover letter, resume, writing sample and transcripts to the attention of:

Debra Mills, Program Assistant  
U.S. EEOC,  
1400 L Street, N.W., Suite 200,  
Washington, D.C. 20005.  
Telephone number: (202) 275-0077  
TTY (202) 275-7518  
FAX (202) 275-0076

**Description:**

Interns will perform substantive work assisting EEOC's Washington Field Office in all aspects of its Alternative Dispute Resolution (ADR) Program. Responsibilities include the following: co-mediating employment disputes, conducting pre and post mediation conferences, and scheduling mediation conferences. Interns also assist with legal research on highly complex issues; preparing negotiated settlement contracts; and coordinating mediation functions/activity.

Selectees will apply federal employment discrimination statutes, regulations, and case law, including: Title VII of the Civil Rights Act; the Americans with Disabilities Act; the Age Discrimination in Employment Act; and the Equal Pay Act.

The Federal Facilities Enforcement Office (FFEO) in the U.S. Environmental Protection Agency's (EPA's) Office of Enforcement and Compliance Assurance (OECA) is soliciting the interest of all qualified candidates for an unpaid, legal internship.

FFEO oversees various environmental stewardship, compliance assistance, inspection, monitoring, enforcement and other actions affecting environmental performance and compliance by agencies and departments across the Federal Government. Federal lands and properties represent almost 30% of the United States.

**Responsibilities:** The intern would be responsible for legal research and support to assist staff in case development and policy research for the Site Remediation and Enforcement Staff (SRES). The SRES staff develops national policy and guidance to promote environmental stewardship and regulatory compliance and, when necessary, takes enforcement action at Federal facilities. SRES coordinates, tracks and oversees Regional Federal facility compliance and enforcement efforts; develops Federal Facility enforcement regulations, policy and guidance, and enforcement strategies; reviews, coordinates and participates in negotiation and implementation of interagency compliance agreements, orders and memoranda of understanding and manages the resolution of disputes with other agencies under those agreements and orders. SRES coordinates in particular with the Office of Solid Waste and Emergency Response (OSWER) on Superfund, base closure, munitions and related issues. It also helps track Federal agencies' environmental compliance and Congressional appropriations and authorizations, as well as develops agency positions on Federal facility obligations under proposed legislation.

**Responsibilities will include: Basic legal research and analysis; drafting memos; policy research and development; assistance with issue/case development; and other basic support staff responsibilities.**

**Qualifications:** Enrollment in Georgetown University Law Center; completion of first year. This positions calls for a law student with an interest in environmental law, administrative law and/or government operations.

This position is unpaid and it is expected that the intern will work 20 hours/week, with flexibility available. This position is located in Washington, DC. Travel, transportation and relocation expense will not be paid by EPA. EPA is an Equal Opportunity Employer and provides reasonable accommodation to applicants with disabilities.

Please submit resume and writing sample to:

Gracie Garcia  
US Environmental Protection Agency  
Federal Facilities Enforcement Office (MC 2261 A)  
1200 Pennsylvania Avenue, N.W.  
Washington, D.C. 20460

**DEADLINE FOR SUBMISSION OF RESUMES: SEPTEMBER 15, 2005**



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UNITED STATES PATENT AND TRADEMARK OFFICE

OFFICE OF THE GENERAL COUNSEL

OFFICE OF THE SOLICITOR

## Externship for Law Students

### **Purpose**

To provide law students interested in pursuing a career in Intellectual Property (IP) Law an opportunity to learn about the Office of the Solicitor at the United States Patent and Trademark Office (USPTO), and gain practical experience in IP litigation.

### **Duties/Responsibilities**

The Office of the Solicitor is primarily responsible for intellectual property litigation involving the USPTO. That litigation includes defense of decisions by the Board of Patent Appeals and Interferences and the Trademark Trial and Appeal Board before the United States Court of Appeals for the Federal Circuit under 35 U.S.C. § 141 and before the federal district courts under 35 U.S.C. §§ 145, 146 and 15 U.S.C. § 1071 (b); defense of district court actions filed against the USPTO pursuant to the Administrative Procedures Act (APA); and prosecution of disciplinary proceedings on behalf of the Office of Enrollment and Discipline (OED) in administrative tribunals. The Office of the Solicitor is also involved in the drafting and revision of the USPTO's rules and regulations. An intern with the Office of the Solicitor will have an opportunity to perform legal research, draft legal memoranda and assist in the preparation of appellate briefs and oral arguments.

### **Remuneration**

This is an unpaid position and requires a full time (30-40 hrs/week preferred) commitment during the summer months, and a full or part time commitment during Fall and Spring semesters. Participation will require selectees to sign a Waiver of Compensation and a Statement of Volunteer Service. In addition, selectees must provide a letter from their law school confirming their ability to successfully participate.

### **Duration**

Participation in the program can be for credit as part of the regular course work leading to the Juris Doctorate degree. The candidate will be responsible for meeting any academic requirements instituted by the candidate's law school. An academic advisor can coordinate any evaluation/attendance verification with the internship coordinator at the Office of the Solicitor. The program will usually require that the duration of the commitment does not exceed the equivalent of one term of the participant's law school.

### **Requirements**

Candidates must be current students in good standing at an ABA-accredited law school and have completed their first year of full-time studies or second year of part-time studies. Candidates must have also successfully completed at least one course in IP law (e.g., patent law, trademark law or equivalent) or have at least one year of related experience working as a patent examiner or law clerk in a law firm. An undergraduate degree in a technical field is preferred. Each

candidate must provide a statement of good standing from the candidate's law school, both law school and undergraduate transcripts (unofficial transcripts are acceptable), a brief legal writing sample, and a letter of reference from at least one law school professor. Applicants selected for the position are subject to the restrictions in 35 U.S.C. § 4 against having an interest in a patent application pending before the USPTO.

**To Apply**

All applications must include a resume and supporting materials addressing each of the requirements for the position. Applications for Summer 2005 may be submitted at anytime prior to May 15, 2005. Applications for Fall 2005 must be submitted by June 15, 2005; for Spring 2006, by October 15, 2005:

United States Patent and Trademark Office  
Office of the Solicitor  
Madison West, 8th Floor  
600 Dulany Street  
Alexandria, VA 22314  
Attn: Mary Kelly