



U.S. EQUAL EMPLOYMENT OPPORTUNITY COMMISSION

Washington Field Office

1400 L Street, N.W., Suite 200
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.