

**United States Commission on Civil Rights  
Office of the General Counsel  
Externship Program**

The U.S. Commission on Civil Rights is an independent, bipartisan agency first established by Congress in 1957. It is directed to:

- Investigate complaints alleging that citizens are being deprived of their right to vote by reason of their race, color, religion, sex, age, disability, or national origin, or by reason of fraudulent practices;
- Study and collect information relating to discrimination or a denial of equal protection of the laws under the Constitution because of race, color, religion, sex, age, disability, or national origin, or in the administration of justice;
- Appraise Federal laws and policies with respect to discrimination or denial of equal protection of the laws because of race, color, religion, sex, age, disability, or national origin or in the administration of justice;
- Serve as a national clearinghouse for information in respect to discrimination or denial of equal protection of the laws because of race, color, religion, sex, age, disability, or national origin;
- Submit reports, findings, and recommendations to the President and Congress; and
- Issue public service announcements to discourage discrimination or denial of equal protection of the laws.

The Commission's Office of the General Counsel seeks law school externs for the fall, spring, and summer terms.

**Duties and responsibilities of externs include:**

1. Externs will perform legal, administrative and clerical tasks in support of Commission civil rights directives and projects of the Office of the General Counsel.
2. Externs will be responsible for reviewing and verifying the accuracy and form of legal citations within Commission reports. Externs research and summarize case-law, pending and current legislation, internet sources, published studies, law review articles, various periodicals, and relevant resources in the preparation of reports, memoranda, and other legal documents.
3. Externs may be asked to conduct witness interviews, to aid in the development of project concepts, to conduct research to expand such concepts, and to write reports and memoranda in support of Commission documents.
4. Externs will provide assistance in preparation of hearings and briefings, including but not limited to: preparing statements, drafting staff reports, reviewing witness biographies, and preparing Hearing and Briefing Books for the Commissioners and agency staff.
5. Externs may be asked to attend relevant Capitol Hill hearings and/or other civil rights conferences.
6. All externs will be held responsible for the accuracy of legal research, writing, and other tasks to which they have been assigned.

**Requirements:**

1. Enrollment in an ABA-approved law school pursuing a JD or LLM degree.
2. An active interest and/or background in civil rights or civil liberties.
3. Superior research and writing skills.
4. The minimum time requirement is flexible, but a commitment of 15-20 hours/week is preferred.

**How to Apply:**

Send a cover letter, resume, and brief writing sample, either by regular mail or fax, to:

Maha Jweied  
Attorney-Advisor  
Office of the General Counsel  
U.S. Commission on Civil Rights  
624 Ninth Street, N.W.  
Washington, D.C. 20036  
202-376-2890 DIRECT  
202-376-1163 FAX  
mjweied@usccr.gov