

Employment Opportunities for Students

Paid Positions

Student Temporary Employment Program: Offers temporary clerical and administrative opportunities to students who are enrolled at least half-time (12 credit hours) in an accredited 2-year, 4-year college or university, vocational, or technical school. Opportunities need not be related to the students' academic field of study. Students may be employed year round and work schedules fluctuate to accommodate the students' school schedules. Average work hours per week range between 15-20 hours, depending on the students' school schedules. Students in this program are placed in excepted appointments and are eligible to earn annual and sick leave. Vacancy Announcements for the Student Temporary Employment Program will be posted on the Northern District of West Virginia website and at the local colleges/universities in the commuting area of the position to be filled.

Unpaid Positions

Summer Law Clerk Program: Offers unpaid training opportunities to students in law school. These opportunities provide work experience related to the students' academic program. These positions allow the law students to gain experience in researching issues; writing memoranda of findings, briefs, and motions; and observing federal court proceedings. Students may choose to be placed in either the Civil or Criminal Divisions. Students must have completed the first or second year of law school to be eligible. The volunteer positions usually last for one summer only. When applying, law students should include a cover letter indicating the program, position, and location he/she is interested in and include a writing sample and recent transcript, if available. For additional information please contact (304) 234-0100.

Student Intern Program: This program offers school credits to the students, however, permission must be obtained from the school's clinical advisor and include the number of credit hours to be earned. During the school year, a minimum of 15 hours per week is required. These student intern positions are unpaid training opportunities to students in high school, college and law school. These opportunities provide work experience related to the student's academic program. Students must be enrolled at least half-time (12 credit hours) in an accredited high school, technical or vocational school, a 2-year or 4-year college or university, or a graduate or professional school to participate in this program. These volunteer intern positions usually last one semester but may be extended. When applying, students should include a cover letter indicating the position and location he/she is interested in and include a recent transcript, if available. For additional information please contact (304) 234-0100.

Employment for all student positions is contingent upon the satisfactory completion of a background investigation by the Department of Justice. This is a thorough investigation that includes checks with present and former employers, military records, and credit bureaus. The investigation also includes verifications of tax filings and attendance at institutions of higher learning. Those who are selected are subject to drug testing by urinalysis. United States citizenship is required.

EXCEPT WHERE OTHERWISE PROVIDED BY LAW, THERE IS NO DISCRIMINATION BECAUSE OF COLOR, RACE, RELIGION, NATIONAL ORIGIN, POLITICS, MARITAL STATUS, DISABILITY, AGE, SEX, SEXUAL ORIENTATION, MEMBERSHIP OR NONMEMBERSHIP IN AN EMPLOYEE ORGANIZATION, OR ON THE BASIS OF PERSONAL FAVORITISM.