



**UNITED STATES
DISTRICT COURT
DISTRICT OF MINNESOTA**

Human Resources Office
O: (612) 664-5440
HR-USDC@mnd.uscourts.gov

**Warren E. Burger Federal
Building and U.S. Courthouse**
316 North Robert Street
Room 100
St. Paul, MN 55101

**Diana E. Murphy
U.S. Courthouse**
300 South Fourth Street
Room 202
Minneapolis, MN 55415

**Gerald W. Heaney Federal
Building and U.S. Courthouse
and Customhouse**
515 West First Street
Duluth, MN 55802

**Edward J. Devitt U.S.
Courthouse and Federal
Building**
118 South Mill Street
Fergus Falls, MN 56537

NOTICE OF JOB OPPORTUNITY
JUDICIAL COMMUNITY ENGAGEMENT INTERN
Vacancy Announcement #2025-09

ANNOUNCEMENT DATE: March 28, 2025

CLOSING DATE: Open until filled; preference given to applications submitted by May 16, 2025, 4:00 p.m. Central Time

POSITION: Judicial Community Engagement Intern, full-time during summer and part-time during academic year

STARTING LEVEL/SALARY: CL 22 (\$16.91-\$21.14/hourly)

AREA OF CONSIDERATION: External

LOCATION: Minneapolis and/or St. Paul, MN (flexible based on intern and court needs)

INTERNSHIP START DATE: June 16, 2025

INTERNSHIP COMPLETION DATE: May 29, 2026

INTERNSHIP OVERVIEW

The United States District Court for the District of Minnesota is accepting applications for a one-year student internship as part of the Model Intern Program (MIP) offered through the Administrative Office of the United States Courts. This paid internship is being offered to rising junior and senior undergraduate students and will take place in both the Minneapolis and St. Paul Federal Courthouses.

Open to all majors. Students concentrating in Pre-Law, English, Secondary Education, Political Science, Journalism, Marketing, Urban Studies, Communications, Criminal Justice, or Sociology encouraged to apply.

The internship begins on June 16, 2025, and concludes by May 29, 2026. The intern will work full-time (no more than 40-hours/week) during the summer and part-time (no more than 20-hours/week) during the Fall and Spring semesters. The intern will report directly to the Public Information Officer and will rotate between public outreach, student engagement, marketing,



social media, chambers, criminal duty, and court event tasks to aid in the fair administration of justice and to further civics education in Minnesota.

REPRESENTATIVE DUTIES

- Observe a wide variety of court proceedings in civil and criminal matters to develop a familiarity with the judicial process and then develop materials that interpret and explain the judiciary in a manner which is easy to comprehend for middle and high school students.
- Assist in community outreach and educational events, such as student fieldtrips, visits to the court's Justice & Democracy Centers, teacher institutes, Court Camp, public art installations, and other engagement work as directed.
- Assist with maintaining and updating the court's SharePoint page, social media page, and Justice & Democracy Center website.
- Draft and proofread materials as directed by the supervisor, including news releases, memos, reports, form letters, and documents.
- Provide day-of support for naturalization ceremonies under direction of supervisor.
- Attend virtual cohort sessions with other MIP interns from federal courts around the country focused on:
 - Interview and resume skills,
 - Career coaching from a professional career coach,
 - Heritage events, and
 - Power Hour sessions featuring judges, court unit executives, and other key figures in court administration.
- Perform other related duties, as assigned.

MINIMUM QUALIFICATIONS

- Junior or Senior standing at an accredited college or university, including community college. The Intern selected must be a rising junior or senior college student. If the intern graduates while participating in the internship (example: December graduation), they remain eligible to continue participating in the position).
- Cumulative GPA of no less than 2.75.
- Ability to work with minimal supervision.
- Ability to work with confidential or sensitive information.
- Attention to detail in written communications.

PREFERRED QUALIFICATIONS

- Cumulative GPA of 3.25 or above.
- Experience with Microsoft Office Suite including Word, Outlook, and Excel.



- Experience with Canva.
- Strong organizational and planning abilities, including project coordination, facilitation, and implementation based on prior work or educational experiences.

ENVIRONMENTAL DEMANDS

- Work is performed primarily in an office setting or courtroom.
- Some travel may be required.
- Lifting of normal office equipment and standing for long periods of time required.
- Ability to perform infrequent after-hours work as needed on nights and weekends.

APPLICATION INFORMATION

To apply, email the PDF documents to hr-usdc@mnd.uscourts.gov and add “2025-09 Judicial Outreach Intern” in the email subject line.

Please include the following in PDF format:

- Application for Employment (AO78) Found here - <https://www.uscourts.gov/forms/human-resources-forms/application-judicial-branch-federal-employment>,
- Resume,
- Cover letter, and
- One academic letter of reference from current or former professor.

All application materials will be reviewed to identify the best qualified candidates. **Only applicants selected to proceed to the next phase of the selection process will be notified.** All application materials **must be attached to the email as directed.**

Interviews will be held in-person and applicants are responsible for any travel costs.

The U.S. District Court reserves the right to modify the conditions of this job announcement, to withdraw the announcement, and to fill the position sooner than the closing date, if a closing date is shown, any of which actions may occur without prior written notice.

CONDITIONS OF EMPLOYMENT

Applicants must be U.S. citizens or permanent residents seeking U.S. citizenship. Noncitizens must execute an affidavit indicating their intent to apply for citizenship when they become eligible to do so.

Judiciary employees serve under excepted appointments and are considered “at-will” and may be terminated with or without cause or notice by the court.



Employees of the U.S. District Court are not classified under Civil Service.

The U.S. District Court requires employees to adhere to the [Code of Conduct for Judicial Employees](#). This position is also subject to mandatory Electronic Fund Transfer (EFT) for payroll deposit.

The final candidate is subject to FBI Fingerprinting and a background investigation, including criminal history. Employment is provisional and contingent upon a successful background check.

BENEFITS

- The opportunity to serve in a rewarding public service position.
- Accrual of paid vacation and sick leave (4 hours per 80 hours worked of each leave type).
- Paid federal holidays based on schedule.
- Transit Subsidy Program.
- On-site fitness center.
- Flexible work schedule, including ability for telework after initial training, to accommodate school and personal life needs.

Intern may receive educational credit for their Model Internship Program project. The Intern must work with their supervisor and Administrative Office to facilitate an agreement with their educational institution.

The U.S. District Court is an Equal Opportunity Employer