



Position: Undergraduate Judicial Externship
Location: Riverside, California
Opening Date: April 18, 2023
Closing Date: Open Until Filled
Number of Positions: 2

POSITION OVERVIEW

The United States District Court, Central District of California, invites applications for the position of Undergraduate Judicial Extern to the Honorable Sunshine Suzanne Sykes, United States District Judge. Two positions are available for the Fall 2023 semester.

In this position, the Undergraduate Extern will:

- Complete discrete research assignments on issues of federal and state law;
- Assist with proofreading, cite-checking, and finalizing judicial orders;
- Assist with preparation for hearings and trials;
- Provide as-needed administrative support, including assisting with the organization of correspondence between parties and the Court; and
- Exhibit the highest standards of excellence and integrity.

MINIMUM QUALIFICATIONS

Judge Sykes welcomes applicants with diverse backgrounds.

The candidate must possess the following minimum requirements by the start of the externship:

- At least two semesters of full-time undergraduate education;
- Strong research and writing skills;
- Proficiency in computer and word processing skills;
- Ability to manage numerous tasks and responsibilities independently;
- Excellent oral and written communication skills.

PREFERRED QUALIFICATIONS

- Prior externship or other work experience in the legal field or in a professional office setting;
- Participation in extracurricular activities which require strong organizational skills, research abilities, and academic writing.

INFORMATION FOR APPLICANTS

- Proof of COVID-19 vaccination will be requested of the candidate selected for this position.
- This is an unpaid position, but externs may receive academic credit.
- Arrangements for partially or entirely remote work may be available, particularly for candidates attending schools far from the Riverside area.

HOW TO APPLY

Interested applicants may send their application packets to SSS_Chambers@cad.uscourts.gov. Application packets should include a cover letter, resume, one writing sample, unofficial undergraduate transcript, and contact information for two to three references. Applicants should title their email: "Undergraduate Externship Application: [LAST NAME]"

Due to the volume of applications received, the U.S. District Court will only communicate with those individuals who may be interviewed.

The Federal Judiciary is an Equal Employment Opportunity Employer.