



# United States District Court Eastern District of New York

<https://www.nyed.uscourts.gov>

## VACANCY ANNOUNCEMENT, FY18-05

**POSITION:** IT College Intern (2 positions available)  
**POSITION TYPE:** Summer, Temporary  
**DUTY STATION:** Brooklyn, NY, 225 Cadman Plaza East  
**SALARY:** \$14.69 per hour  
**OPENING DATE:** May 11, 2018  
**CLOSING DATE:** June 1, 2018

**POSITION OVERVIEW:** The IT Internship Program of the U.S. District Court/Eastern District of NY exists to help college students gain valuable work experience with a mid-size organization. The internship will be with the IT Department of the Court. The Court has over 150 employees and more than 300 computers. The work attire is business casual. The student should be able to lift and move IT equipment such as computer, monitors and printers. An intern can expect to gain experience with one or more of the following responsibilities:

- Inventory management – perform equipment sightings, update the inventory database with the current location of equipment; reorganize the computer and audio/visual storage rooms as needed. Assist with the review of procurement records.
- Maintain equipment - perform maintenance/cleaning procedures on equipment; update/remove applications as needed.
- Test hardware - test hardware such as computers, monitors, scanners, keyboards and audio/visual equipment.
- Setup computers - setup new computers to have standard settings and applications used by the Court.
- Help desk phone support - answer phone calls from customers, respond to their inquiries or transfer requests to more experienced IT staff.

**REQUIREMENTS:** The successful candidate must be entering or enrolled in a college or university, in academic good standing and working towards an IT related degree. Applicants must be able to work between 24 to 40 hours per week, and the actual work schedule will be determined by the Court and the student. The internship will run for no more than 13 weeks, commencing early June 2018. The internship start date will be determined by the court and the student.

**APPLICATION PROCEDURE:** Interested applicants should submit a cover letter with the vacancy number, the date you can start, the schedule (days and hours) that you can work each week, a résumé, and the [Application for Judicial Employment \(AO78\)](#), located on the court's employment page at <https://www.nyed.uscourts.gov/employment-0>. Create one **PDF document** and label the file your "Last Name, First Name" and send via **email to:**

[nyed-applications@nyed.uscourts.gov](mailto:nyed-applications@nyed.uscourts.gov)

**Attn: Jeffery Howell, Human Resources Manager**

All applicants must be U.S. Citizens. Applicants who fail to submit a complete application package will not be considered. Applicants selected for the position are subject to a background check. Employees are required to use electronic funds transfer for payroll deposit. Only applicants selected for an interview will be notified. **Phone calls will not be accepted.**

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