District of Columbia Courts

Internship Program Openings

Division: Human Resources

Description:

The Human Resources Division is responsible for recruitment and retention of highly qualified employees for the District of Columbia Courts. These goals are accomplished through a comprehensive application and testing process and by providing excellent benefits and rewarding outstanding employee performance. This position introduces interns to all facets of human resources through hands-on training and support from the HR professionals in the organization, and reports directly to the Human Resources Director.

Responsibilities:

- Assists with the Benefits Unit's operations;
- Assists with researching employee relations best practices;
- Prepares New Hire orientation packages;
- Assists in the preparation of Human Resources training;
- Assists with special projects and initiatives (i.e. workforce planning);
- Assists with the recruitment and on-board process for the Internship Program;
- Assists with developing/monitoring performance management data;
- Performs other clerical duties as assigned.

Qualifications:

The applicant must be at least in his or her third or higher year of an undergraduate program or in a graduate or law school program. The student must be in good standing at his or her university. It is preferred that all applicants have a GPA of 3.0 or better. The student must be able to commit a minimum of 12 hours per week throughout the semester. Finally, the student will be subjected to an FBI criminal background check.

Application Process:

Applications should include the following:

- A District of Columbia Internship Application Form
- A Resume
- An unofficial Transcript
- Two Letters of Recommendation

Please send all application packets to:

Fetneh A. Fleischmann
District of Columbia Courts
Human Resources Division
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